Name of Handbook:	USD 261 Transportation Handbook 26-27		
Building / Department:	Transportation		
Page of Handbook	**Current Verbiage of Handbook**	**New / Proposed Changes to Handbook**	**Additional Notes**
Page 4 - 17.	An employee must be medically cleared with no restrictions and be able to push or pull 50 pounds.	To ensure the safety of our students and staff in the event of an emergency, any employee returning from an injury, surgery, or medical procedure must be cleared with no restrictions and be able to push or pull 50 pounds, due to assist in emergencies.	
Page 8 H) Route/Trip Assignments 1. A.	A. All unassigned routes will be posted, under normal circumstances, for 24 hours. No proxy signing of posted routes will be allowed unless authorized by supervisor. You must be able to drive or aide the new route immediately. Highest seniority employee signing the route will be assigned to that open route.	A. All unassigned routes will be posted, under normal circumstances, for 24 hours. No proxy signing of posted routes will be allowed unless authorized by supervisor. The recipient of the new route must be able to driver/aide the new route immediately unless authorized by the supervisor. Highest seniority employee signing the route will be assigned to that open route.	
Page 8 H) Route/Trip Assignments 1. C.	N/A	If a driver/aide is unable to perform their assigned route due to a documented medical condition, the position will be held for a period of six (6) months. If the driver remains unable to return to full duty after this timeframe, the route will be officially vacated and posted for sign up or reassignment according to standard department procedures. This ensures consistent service for our students while allowing the returning driver to bid on available openings once they receive medical clearance.	