

ROSSVILLE CONSOLIDATED SCHOOL DISTRICT

2021-2022

HANDBOOK FOR CLASSIFIED STAFF

SCHOOL BUS DRIVER

SPECIAL EDUCATION MIDDAY ROUTE

BOARD APPROVAL DATE

June 1, 2021

EFFECTIVE DATE

July 1, 2021

The Rossville Consolidated School District's policy is not to discriminate on the basis of race, color, religion, sex, national origin, or handicapping condition, including limited English proficiency, in its educational programs or employment policies as required by state and federal laws.

# SPECIAL EDUCATION MIDDAY ROUTE

## 1. FINANCIAL COMPENSATION:

### 1.1. Duty Assignment:

The Special Education Midday Route includes the transportation of special education students during the school day outside of the normal routes served by regular route drivers.

### 1.2. Pay Rate:

#### 1.2.1

JOB CLASSIFICATION	PAY RATE/PER HOUR
Special Education Midday Route School Bus Driver	18.00 (Minimum = \$ 36.00)

### 1.3 Pay Schedule

Special Education Midday Route School Bus Driver shall be paid on a schedule fixed for all board employees for the time worked as reported through the time card.

### 1.4 Extracurricular Sponsors, Coaches, Volunteers, or Chaperones

A classified employee that serves as an extracurricular sponsor, coach, volunteer, or chaperone for school groups or teams is not eligible for wage compensation for his/her classified position during the times that the employee provides services for the District in such extracurricular capacity. According to the extracurricular compensation schedule established through the Master Contract between the Rossville Consolidated School District and the Rossville Classroom Teachers Association, those positions will be paid for such services. The employee recognizes that by taking extracurricular assignments or duties, their hourly classified staff wage will not be paid for the time the employee serves in the extracurricular capacity, including time spent in trips, meetings, or departure from the regular duties of this classified handbook.

## 2. SUPPLEMENTAL PAY PROVISIONS:

### 2.1 Substitute Drivers

#### 2.1.1.

JOB CLASSIFICATION	PAY RATE /PER HOUR
Special Education Pre-school Substitute Bus Driver	18.00 (Minimum = \$ 36.00)

Active substitute bus drivers who participate in the mandatory training session to keep qualified shall be paid for one day as a substitute for a regular route.

2.1.2. Active substitute drivers who present buses to the Indiana State Police for inspection shall be paid one-half day's pay.

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## 3. VISUAL INSPECTION OF BUS:

3.1. A person who operates a school bus or a special purpose bus shall visually inspect each seat within the interior of the school bus or special purpose bus at the end of a trip during which students or passengers are transported to determine that no student or passenger has remained on the school bus or special purpose bus.

3.1.1. The visual inspection required must be conducted:

3.1.1.1. at the conclusion of each trip during which students or passengers are transported; and

3.1.1.2. before the operator exits the school bus or special purpose bus.

3.1.2. A student or passenger is considered to have been left on a school bus or special purpose bus if:

5.1.2.1. the operator has reached the end of the trip during which students or passengers are transported and exited the school bus or special purpose bus; and

5.1.2.2. the student or passenger remains inside the school bus or special purpose bus.

3.1.3. An operator that fails to conduct a visual inspection and leaves a student or passenger on the bus shall be terminated.

## 4. SCHOOL BUS PASSENGER EVACUATION DRILLS

4.1 A school bus driver operating a school bus shall conduct a school bus passenger evacuation drill at least two (2) times the first semester and at least one (1) time the second semester. The first evacuation drill must occur within ten (10) school days of the start of the school year. The second drill must occur within forty-five (45) school days following the first day of school. The first evacuation drill of the second semester must occur within forty-five (45) school days following the start of the second semester.

4.2. Evacuation Drills must be conducted on school grounds.

4.3. An operator that fails to conduct evacuation drills is subject to termination or other disciplinary action.

## 5. REPORTING OF ACCIDENT INVOLVING A SCHOOL BUS

5.1 A school bus driver operating a school bus shall report any accident involving a school bus to the school corporation office and prior to departing from the accident scene. The driver shall not leave the scene until authorized to do so by a school corporation official or law enforcement.

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5.2 An operator that fails to notify the school corporation office of an accident is subject to termination or other disciplinary action. An operator that leaves the scene prior to reporting the accident is subject to termination or other disciplinary action.

### 6. EMPLOYEE CLASSIFICATION:

All bus drivers are classified as At-Will employees. This means that the employment is not for a specific duration and that the employee may be discharged from employment at any time, with or without cause, and without right of hearing by or appeal to the Board of Education or any other entity. The employee may also terminate his/her employment at any time, upon two weeks' advance notice to his/her supervisor.