

ROSSVILLE CONSOLIDATED SCHOOL DISTRICT

2021-2022

HANDBOOK FOR CLASSIFIED STAFF

SCHOOL BUS DRIVER

BOARD APPROVAL DATE

June 1, 2021

EFFECTIVE DATE

July 1, 2021

The Rossville Consolidated School District's policy is not to discriminate based on 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.

# SCHOOL BUS DRIVER

## 1. FINANCIAL COMPENSATION:

### 1.1. General Philosophy:

Staff members employed within the District are qualified when hired for a particular position. Once hired, the employee is expected to grow professionally within the duty assignment. Employees are expected to be proficient in their responsibilities and provide leadership to others. The Board of Education shall hold the responsibility for establishing the rate of pay for classified employees.

### 1.2. Pay Rates:

JOB CLASSIFICATION: School Bus Driver	STARTING PAY RATE
Town Route	68.00
Regular Route	88.00
Transportation of Students with Special Circumstances	20.00 per hour
Superintendent Called Standby Services	20.00 per hour

### 1.3 Pay Schedule

Basic salaries for a bus driver shall be paid in twenty-one (21) equal payments in a school year. However, a bus driver may elect to have his/her salary for the approximately ten-month period during which he/she performs services, paid out over 12 months in equal installments on a schedule fixed for all board employees. A bus driver must make an election to a payment plan in writing no later than the first contract day. An election shall be irrevocable for the school year in which it is made and shall continue in effect from year to year until the bus driver makes a new election.

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

A classified employee who 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 when 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 recognize 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.

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## 2. BENEFITS:

### 2.1. Leaves:

#### 2.1.1. Personal Leave

2.1.1.1 Classified employees shall be granted two (2) personal days per year.

2.1.1.2 This leave is to be used for matters which cannot be scheduled outside regular work hours.

2.1.1.3 Notification of the employee's desire to take personal leave shall be made to the employee's supervisor and approved by the supervisor before such leave except in an emergency.

2.1.1.4 Personal leave not used during the year shall be added to accumulated sick leave at the end of that year and counted as sick leave thereafter unless the sick leave accumulation is already at a maximum of 30 days.

#### 2.1.2. Sick Leave

2.1.2.1 Classified employees shall be allowed five (5) days per year for sickness.

2.1.2.2 "Sickness" for purposes of interpretation shall mean sickness of anyone in the employee's immediate family. Immediate family shall include spouse, children, mother, father, sister, brother, or any other family unit member living in the same household.

2.1.2.3 Appointments with a doctor shall fall into the category of sickness.

2.1.2.4 Unused sick leave shall accumulate to 30 days.

### 2.2. Jury Duty

Whenever an employee serves jury duty, the employee will be paid his/her full pay less than the amount the employee is paid for the jury service.

### 2.3. Bereavement Leave

2.3.1. In case of a death in the immediate family, the employee shall be entitled to be absent from work without loss of compensation for a period of not more than five (5) days. Immediate family shall include spouse, children, mother, father, sister, brother, corresponding step-relatives, corresponding in-laws, or any other family unit member living in the same household.

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2.3.2. In case of the death of grandparents, grandchildren, aunt, uncle, niece, nephew, or cousin, the employee shall be entitled to be absent from work without loss of compensation for not more than two (2) days.

## 2.4. Insurance

### 2.4.1. Term Life Insurance

The school district will provide a \$50,000 term life insurance policy for each classified employee working at least 20 hours per week. The employee pays \$1.00 per year for his/her coverage.

### 2.4.2. Health Insurance

The school district will contribute to either the single or family health insurance policy for the Bus Driver equal to the contribution provided to certificated staff in the Master Contract between the Board of Education and the Rossville Classroom Teachers Association. Classified employee insurance will be terminated at the end of the month in which employment is severed.

### 2.4.3. Section 125

Under Section 125 of the Revenue Act of 1978, the benefits provided to employees, both generation I and generation II, shall be made available. The school district will pay any start-up cost and annual fee (if charged), and participating employees will pay the monthly administrative fee.

## 3. WORK DAYS:

### 3.1. 186 Work Days - Days Include:

180 Student Days

2 Driver Called Meetings

2 Orientation Day for Staff (Held on one day but counts as two days due to length)

1 Route Preparation

1 Bus Driver Orientation Day

3.2 The driver's salary may be deducted proportionally for days in which students were not transported for the 180 student days as dependent on the eLearning Day policy.

## 4. SUPPLEMENTAL PAY PROVISIONS:

### 4.1 Substitute Drivers

#### 4.1.1.

JOB CLASSIFICATION	PAY RATE/ PER DAY
Town Route Substitute Bus Driver	68.00
Regular Route Substitute Bus Driver	88.00

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4.12. 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.

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

### 4.2. School Activity Trips

4.2.1.	JOB CLASSIFICATION	PAY RATE/ PER DAY
	Extracurricular Bus Diver	13.00 (Minimum = \$39.00)

4.2.2. Any group meals or admissions shall be furnished to the driver by the sponsoring organization.

4.2.3. If the trip causes a substitute driver to replace the driver on the extracurricular trip, the cost shall be paid by the organization sponsoring the trip.

4.2.4. If the trip causes a substitute driver to replace the driver on the extracurricular-curricular trip, the regular route driver's wages will be deducted to cover the time for the regular route, and the driver shall be paid for the activity.

4.2.5. The driver shall stay with the extracurricular organization unless receiving prior approval from the Superintendent.

### 4.4 Bus Parking Stipend

School buses are generally parked during off-hours at Rossville Schools in designated parking locations. The Superintendent may authorize a driver to park the bus at their residence daily. Drivers who elect to park the school bus at their residence shall ensure that the bus block heaters are plugged in during cold weather to ensure the bus starts. Drivers that accept the responsibility of parking the bus at their residence shall receive a stipend of \$200 annually. This stipend will be paid \$100 on the last pay in December for parking the bus first semester and \$100 on the first pay of June for parking the bus second semester. Drivers electing to participate in the program after the start of the school year must agree to park the bus over the winter months, and the compensation shall be prorated.

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## 5. VISUAL INSPECTION OF BUS:

5.1. 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.

5.1.1. The visual inspection required must be conducted:

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

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

5.1.2. 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.

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

## 6 SCHOOL BUS PASSENGER EVACUATION DRILLS

6.1 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.

6.2. Evacuation Drills must be conducted on school grounds.

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

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### 7. REPORTING OF ACCIDENT INVOLVING A SCHOOLBUS

- 7.1 A school bus driver operating a school bus shall report any accident involving a school bus to the school corporation office and before departing from the accident scene. The driver shall not leave the scene until authorized to do so by a school corporation official or lawenforcement.
- 7.2 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 before reporting the accident is subject to termination or other disciplinary action.

### 8. eLEARNING DAYS:

Employees will follow the Board adopted policies and procedures concerning instructional days determined to be eLearning Days.

### 9. 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 the 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.