

Saint Paul Public Schools
Transportation Department
Bus Assistant and Adult Crossing Guard Funding procedure
as of August, 2003

- 1) As with other hiring, complete an Employee Requisition and forward to the Human Resources Department.

- 2) Subsequently, when a known individual is hired for transportation duties, in addition to other forms, complete the "Special Education Bus Assistant/Adult Crossing Guard Transportation Funding Request" and fax it to the Transportation Office at 265-0910. The Transportation Office does not accept Requests without employee names included.

- 3) The "Special Education Bus Assistant/Adult Crossing Guard Transportation Funding Request" is to be sent to the Transportation Office annually for both new and returning employees funded by the Transportation Office.

- 4) This form needs to be sent to the Transportation Office as soon as possible for Bus Assistants to be notified of necessary training in transportation policy, CPR and First Aid. **This effects whether or not Bus Assistants receive premium bus duty pay.**

- 5) Bus time hours and crossing guard time hours are based upon actual time reported on time sheets. Do not list transportation time as a payroll default code. The teacher assistant payroll default code is 100% the classroom payroll budget code(s). The computer pays the transportation time based upon the time sheet.

- 6) The Transportation Office will notify principals when transportation funding requests are denied. When transportation funding is denied, you may still hire teacher assistants to perform the duties from school funds.

- 7) Since Bus Assistant/Adult Crossing Guard requests are normally "carryovers" the Transportation Office does not notify principals of approvals.

- 8) Payroll expense charged to the Transportation Fund without Transportation Office approval will be transferred to school budgets.

- 9) Hiring questions can be directed to Bob Falk, Transportation Coordinator at 696-9627, or to David Peterson, Transportation Accountant at 696-9626. Bus Assistant training questions can be directed to Koury Michlitsch, Transportation Operations at 696-9624.

DCP
8/1/03