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