

**Extra Trip Sign Up Memorandum of Understanding Between
the American Federation of Teachers Local 6367 (AFT)
And Renton School District (RSD)**

The parties have mutually agreed upon the following practices to expand on the language in Section 9.7 of the CBA:

- The following applies to extra trips that are known more than two (2) work days prior to the start of the extra trip:
 - The term “two (2) workdays” in Section 9.7.6.1 refers to work days that fall over the 6:30 AM—5:00 PM time frame on a workday on the 260-day AFT calendar.
 - This 2 workday deadline is the deadline by which extra trips are normally assigned to drivers who have signed up on the extra trip sheet (expands on language in 9.7.6.1).
 - To help ensure that drivers accurately sign up on OT vs. non-OT, each drivers hours per week will be added to their names on the sign-up sheets.
 - Staff who inaccurately indicate that they are in OT will first receive a non-disciplinary verbal warning on the first time in a school year.
 - On the second time in a school year, the driver will be prohibited from signing up for extra routes for one week.
 - On the third time in a school year, the driver will be prohibited from signing up for extra routes for one month and will receive a Letter of Direction.
 - On the fourth time in a school year, the driver will be prohibited from signing up for extra routes for the rest of school year, plus a Letter of Reprimand.
 - All changes to the extra trip sign-up sheet will be marked in red, along with an explanation of the changes (expands on language in 9.7.3).
 - When a driver is granted an extra trip, a red line will be drawn through the remainder of the names on the sheet.
 - White out will *not* be used to make changes to extra trip sign-up sheets.
 - Extra trip sign-up sheets will include both the date/time the sheet was posted as well as the date/time that the extra trip will be awarded (expands on language in 9.7.6.1).
 - Any time a driver who signed up is awarded an extra trip, the dispatcher will mark the date/time of the awarding of that trip and include their initials.
 - All final extra trip sign-up sheets will be scanned and saved (both paper and electronic copies) once they are taken down.
- The following applies to extra trips that are known less than two (2) workdays prior to the start of the extra trip but 4 or more work hours before the start of the extra trip (expands on language in 9.7.6.1):
 - If an extra trip becomes available 4-24 hours before the start of the trip (only includes hours that fall within the 6:30—5:00 PM timeframe on a workday), and a new sheet is posted, the sheet will include a marking in red that it is a late posting.
 - To help ensure that drivers accurately sign up on OT vs. non-OT, each drivers hours per week will be added to their names on the sign-up sheets.
 - Like the >2 work days extra trip sign up sheets, this sheet will include the date/time that the trip will be awarded

- When a driver is granted an extra trip, a red line will be drawn through the remainder of the names on the sheet.
- The following applies to extra trips that are known less than four (4) work hours prior to the start of the extra trip (expands on language in 9.7.6.1):
 - The “four (4) work hours” threshold only applies to hours that fall between 6:30 AM—5:00 PM on a workday on the 260-day AFT calendar.
 - If an extra trip becomes available less than 4 hours before the start of a trip (only includes hours that fall within the 6:30—5:00 PM timeframe on a workday), a mass text will be sent out to all drivers telling them about the trip, including its date and start time, as well as a number to call back to sign up for the trip.
 - Transportation will ask drivers to update/add their cell phone information so that they receive the text messages.
 - These last minute extra trips will be awarded 2 work hours prior to the start of the trip, based on who responded to the text with their desire to take the trip (by seniority and non-OT).

This agreement will remain in place until August 31, 2027,

For the Union

Beth DeCou

Beth DeCou (Dec 3, 2024 17:39 PST)

Beth DeCou, AFT President

Dec 3, 2024

Date

For the District

Sheila Redick

Sheila Redick, Assistant Superintendent of HR

Dec 3, 2024

Date