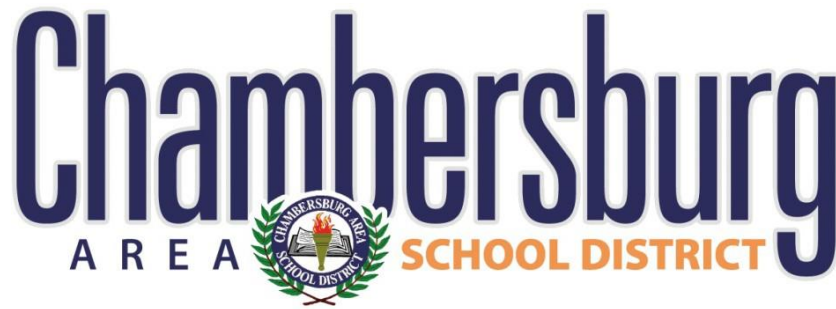




**CASD TRANSPORTATION
COMPENSATION and BENEFITS PLAN
July 1, 2024 through June 30, 2028**

The Chambersburg Area School District has developed a **Compensation and Benefits Program** for School Bus Drivers, School Van Drivers, and School Bus Aides.

PROBATIONARY PERIOD:

All newly hired drivers and aides shall be employed initially on a probationary basis for forty-five (45) work days. If the employee is rated as unsatisfactory during the initial probationary period, the employee shall be terminated.

Probationary Bus or Van Driver employment does not apply to substitute or field trip-only employment. Leave will be pro-rated and granted upon satisfactory completion of the probationary period.

COMPENSATION:

- **Salary Increases**

Employees who are rated as "satisfactory" or above will be eligible for an increase to their annual hourly rate as follows:

July 1, 2024: 3.0%
July 1, 2025: 3.0%
July 1, 2026: 3.0%
July 1, 2027: 3.0%

- **Field Trips**

Field Trip hourly rates during the term of this Agreement will be equal to the hourly rate of the Bus Driver working the field trip. The Driver shall be paid a minimum of one (1) hour per trip.

- **Starting Hourly Rates**

- **Bus Driver**

During the term of this agreement, the starting hourly rate for a CASD employed Bus Driver will be as follows:

2024-2025: \$18.00
2025-2026: \$18.25
2026-2027: \$18.50
2027-2028: \$18.75

- **Bus Aide**

During the term of this agreement, the starting hourly rate for a CASD employed Bus Aide will be as follows:

2024-2025: \$12.00
2025-2026: \$12.25
2026-2027: \$12.50
2027-2028: \$12.75

There will be a \$2.00/hour differential provided to the Bus Aide hourly rate if said employee has a CDL license with an "S" endorsement.

- **Substitute Bus Drivers**

During the term of this agreement, the starting hourly rate for a CASD employed substitute Bus Driver will be as follows:

2024-2025: \$18.00
2025-2026: \$18.25
2026-2027: \$18.50
2027-2028: \$18.75

- **Accident-Free Compensation**

Drivers are eligible to receive a stipend based upon the attainment of accident-free miles during the work year as follows:

# OF ACCIDENT-FREE MILES*	AMOUNT
7,000 – 10,000	\$175.00
10,001 – 15,000	\$200.00
15,001 – 18,000	\$225.00
18,001+	\$250.00

*Accidents with a repair or loss value equal to or less than \$50.00 and those determined to be no fault of the bus driver will not count as an "accident" for the purposes of this stipend.

All accidents must be immediately reported to the Director of Transportation or the Supervisor of Transportation. Odometer mileage will be used in calculating year-end payments. Substitute drivers who travel in excess of 7,000 accident-free miles will also qualify for the bonus.

Bus Washing

Drivers will be paid their hourly rate for bus washing. Bus washes must be done at the Bus Depot at 850 Cider Press Road. Driver must complete a Bus Wash Slip, and the bus will be inspected by a supervisor prior to any payment being approved.

Flexible Instruction Days (FID)

In the event that in-person instruction is cancelled and the District exercises its ability to utilize a Flexible Instruction Day (FID) as approved by the Pennsylvania Department of Education, Bus Drivers will be paid for a maximum of five (5) such days per year as follows:

- One (1) such day, for a minimum of six (6) hours at a driver's regular rate of pay, will be rescheduled at the end of the regular academic year for mandatory professional development.
- A maximum of four (4) additional days at a driver's regular rate of pay and their regular hours.

BENEFITS:

Activity Pass

Each driver shall receive a Chambersburg Area School District Activity Pass at no cost. Activity pass will be the District-issued employee ID badge.

CDL Recertification/Renewal

The District will pay employees in the total amount of \$125.00 toward recertification to include renewal of one's CDL license. Employees who leave the District within one (1) school year after such payment will be required to reimburse the District in the amount of \$100.00.

Dental/Vision Coverage

For each eligible driver covered by the Agreement, the District shall provide the same Dental/Vision benefits coverage made available to the District's professional employees, as set forth in the professional employee collective bargaining agreement between the District and CAEA, and according to the same terms and conditions set forth therein.

The District shall notify eligible employees of any change in the dental or vision plan(s) or a change in the dental or vision carrier prior to the

effective date of such a change.

Death Benefit

If a driver should die prior to termination of service, the District shall pay to the surviving spouse a death benefit in the amount of ten thousand dollars (\$10,000).

Medical Coverage

Eligible Drivers/Aides who elect insurance coverage for themselves and qualified dependents will be enrolled in a Qualified High Deductible Health Plan (QHDHP), with no premium contribution. The deductible levels in the QHDHP will be as follows for the Agreement:

- Employee Only: \$1,800.00
- Employee Plus 1, up to Family \$3,600.00

The deductible levels in the QHDHP will increase if the IRS established minimum deductibles for a QHDHP exceeds the District's current deductible levels.

A Health Savings Account (HSA) will be established for all employees, with an annual employer contribution equal to 40% of the deductible.

A limited scope dependent care Flexible Spending Account (FSA) will also be available.

If any employee elects to opt out of the District's health insurance coverage for the term of this Agreement, and in lieu of the District's obligation to provide health insurance coverage for said employee and/or his or her eligible dependents, the District shall pay the employee \$2,000 annually as additional compensation during each year of the Agreement. Any employee who chooses to opt out of the District provided health insurance coverage must first provide the District's Human Resources Department with documented proof that said employee has other insurance coverage. It is understood and agreed that an employee who opts out of the District's health insurance plan may reenroll in said plan in the event that said employee experiences a qualifying event.

Retirement

Drivers shall be provided pension benefits as provided by the Pennsylvania Public School Employees Retirement System (PSERS). The District shall make such deductions and contributions as required under the applicable PSERS rules and regulations.

LEAVE BENEFITS:

Bereavement Leave

When an employee is absent from duty because of a death of an immediate family member of said employee, there shall be no deduction in salary for an absence not in excess of four (4) school days whenever a long work break is not available. An immediate family member shall be defined as of a husband, wife, child, step-child, parent, step-parent, brother or sister, grandparents, grandchildren, or parent-in-law.

When an employee is absent because of the death of a near relative, there shall be no deduction in the salary for an absence on the actual day of the funeral and one (1) additional day directly prior to or after the day of the funeral. A near relative shall be defined as first cousin, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, or sister-in-law.

Child Rearing Leave

An employee who is expecting or whose spouse is expecting the birth of a child who the employee contemplates will reside in his or her household, or who expects to adopt a child, and who wishes to continue employment following a period of absence taken for the purpose of rearing the child, may be granted a leave of absence without pay for such purposes. The maximum length of such leave for each child shall be one (1) full year.

Personal Leave

Each employee shall be entitled to three (3) days of personal leave each school year. Personal leave days shall be credited on the first day of the work year. At the end of each school year, a bus driver employee may cash in his/her unused personal leave days at the rate of \$100 per unused day.

Sick Leave

Each employee shall be entitled to seven (7) days of sick leave to be credited on the first day of the work year. An employee may accumulate unused sick leave from one year to the next without any limit.

Upon retirement or death in service, bus drivers shall be reimbursed for a maximum of 100 days of unused sick leave at \$50.00 per day.

An optional three (3) payment plan may be elected by the employee, but such plan must be completed within two (2) years of retirement. For the purpose of this agreement "retirement" shall mean a qualified retirement under the guidelines of the Pennsylvania Public School Employees' Retirement System (PSERS). As per School Board policy, School District payment for all leaves that are to be paid upon a qualified retirement will be

transferred as a non-elective employer contribution to an approved 403B or 457 account.

DRIVER RESPONSIBILITIES:

The following outlines some basic responsibilities of each bus driver. Such listing can be modified in the discretion of the District upon written notification to all bus drivers of any such modifications.

Drivers should include on their weekly time sheet time spent on all responsibilities. Driving time and non-driving responsibilities will be separated on the weekly timesheet.

1. **Student Discipline.** The school bus driver is responsible for the discipline of students while they are being transported to or from school. A student may be suspended from bus transportation by the principal for disciplinary reasons, in which case the parents are responsible for the pupil's transportation.
 - a. For the first offense, the driver must contact the parent to communicate the discipline issue.
2. **Bus Inspections.** In accordance with Board Policy 810, bus inspections must be performed. Pre-trip and post trip inspections must be performed every day the vehicle is in service, and bus drivers must submit pre/post checklist verification to the Transportation Department. A check list for these purposes is provided to the driver.
3. All bus drivers must drive their assigned route.
4. **Paperwork.** All paperwork must be completed with fidelity and submitted on time. Such paperwork includes, but is not limited to:
 - a. **Weekly Time Sheets.** Time sheets must be submitted to the Assistant Supervisor of Transportation on every Monday for the previous work week.
 - i. All time should be recorded for pre-trip/post trip, fueling, cleaning the bus, discipline, and completion of all paperwork.
 - b. **Monthly Mileage.** All such documentation must be submitted by the 15th of each month subject to change at the discretion of the Transportation Supervisor.
 - c. **Seating Charts.** All bus drivers must maintain updated seating

charts, which are turned into the Transportation Office monthly or more often if requested. The expectation is that students will be sitting in their assigned seats.

5. **Maintaining a Clean Bus.** Buses will be checked randomly and may be without notice. Therefore, the following outlines the minimum expectations in this area.
 - a. Vehicles must be washed at the Transportation Garage.
 - b. The bus is to be washed at least one (1) time per month.
 - c. Drivers are afforded two (2) hours for bus washing, which must be documented on the time sheet.
 - d. The bus must be swept a minimum of two (2) times per week.
 - e. Trash must be removed daily.
 - f. Windows must be cleaned once a month.
 - g. Interior seats should be wiped down monthly; more often under required safety procedures.
 - h. Seats should be lifted up twice per school year for underneath cleaning.
6. **Safety.** The driver is responsible for maintaining appropriate behavior/safety on the bus that coincides with all District and program policies, as well as the Bus Safety program. Drivers must immediately communicate any concerns to students, parents, and the Administration.
 - a. **Cell Phone:** The use of a cell phone while operating a school bus is strictly prohibited.
7. **Act 124 Idling Law.** Pursuant to Act 124, it is illegally to idle diesel-powered vehicles for more than five (5) minutes. Strict adherence to this law and all other laws governing student transportation is required.
8. **Reporting.** Drivers are to immediately report all incidents, issues, accidents, etc., to the Transportation Supervisor.
9. **ID Badge.** Drivers must wear their District-issued photo ID badge at all times while operating a school bus and while any school grounds.

ESSENTIAL REQUIREMENTS:

The following is a listing of essential requirements for employment as a CASD bus driver:

- Attend and complete recertification classes every four (4) years
- Annual Physical Examination
 - A signed physical form must be returned to the Transportation Office. The District provides a free physical examination at a designated place.
- Copy of valid driver's license
- Copy of S-Endorsement Card.
- Complete Act 126 Mandatory Reporter Training
- Must provide current Act 34, criminal check, fingerprinting, child abuse clearances
- Any other documentation as requested by the District and/or designated officials.

EVALUATION:

All bus drivers and bus aides shall be subject to yearly performance evaluations to be performed by their immediate supervisor using a School District developed evaluation instrument.