

T.A

## ARTICLE 9: TRANSPORTATION DEPARTMENT

### A. Fall Route - Assignment Procedure:

All routes, except those reserved for Driver Trainers, will be bid at least one (1) time each school year. Drivers are notified of their approximate bid time in advance by posting of the "Driver Seniority List". The list has been divided into segments that are approximately one-hour each. If a one-hour segment finishes early, the bidding stops until the next posted time on the schedule. Bidding on all routes will be based on seniority. If the driver is unable to bid at the allotted time, they may fill out a Bid Proxy form, available from any Office Staff member. Bid Proxy Forms should be given to the OSEA representative who will be present during the bidding process. Department staff will not bid or present Bid Proxies for drivers who are not present during bidding. An OSEA Representative is the only person who can proxy bid for drivers not present during bidding. Drivers are allowed to review the available routes in the waiting area.

The District will pay drivers, who are present at fall bidding, one (1) hour to annually bid a route. At bid time, each driver will have a five (5) minute time limit when it is his or her turn to bid. If a driver is absent and has not provided a proxy bid, the next senior driver will bid and the absent driver will be passed over until he/she is they are present to bid. Drivers that have the same date of hire will draw lots prior to their turn. All routes will be bid as posted, including bus assignment. All routes are subject to change at the discretion of the Transportation department. Drivers are given the choice to bid on regular or special needs routes. Special education routes require the driver to be special needs certified. After the driver has selected a route, the driver signs the bid cover sheet for the route selected. Drivers in the waiting area are notified as routes are selected and not available for bid. For the purpose of fall bidding, drivers are required to test drive their routes. They will be paid up to three (3) hours to do so. If the allotted time is insufficient, the driver may request additional time from his/her supervisor.

All routes, except those reserved for Driver Trainers, will be bid at least one (1) time each school year. Bidding on all routes will be based on seniority. The bidding schedule will be posted in an area accessible to all Drivers. Drivers that have the same date of hire will draw lots prior to their turn. The District will pay drivers who are present at fall bidding one (1) hour to annually bid a route. If a driver will be unable to bid at the allotted time, they may fill out a bid proxy form in advance and give it to the OSEA representative or designee who will be present during the bidding process and will proxy bid for drivers not present during bidding. At bid time, each driver will have a five (5) minute time limit when it is their turn to bid. If a driver is absent and has not provided a proxy bid, the next senior driver will bid and the absent driver will be passed over until they are present to bid. After fall bidding, drivers are required to test drive their routes. They will be paid up to three (3) hours to do so. If the allotted time is insufficient, the driver may request additional time from their supervisor.

**B. Guaranteed Minimum Weekly Route Assignments:**

1. All regular and special education routes will be based on a guaranteed weekly minimum (Monday–Friday) falling into one of the following categories:
  - a. Twenty (20) hour weekly minimum
  - b. Thirty (30) hour weekly minimum
  - c. Thirty-five (35) hour weekly minimum

Each of these routes will provide a guaranteed minimum number of hours each week, except during those weeks when not all school and/or programs on a route are in session. The “minimum” is intended to provide a guaranteed base and does not limit the number of hours that may be assigned to any route.

2. The District’s obligation to weekly assignment minimums can be met by assigning work; other than bus driving, on the condition that the employee does not suffer any loss of rate of pay for the guaranteed minimum. If a higher rate is appropriate, that rate will be paid. In addition, any work which a driver volunteers to perform during the week (Monday–Friday) will count towards the weekly assignment minimum.
3. The District will assign routes or segments of routes that become available after school starts based on proximity and availability to ensure guaranteed weekly minimums are met for all routes. Route assignments designed to meet the weekly minimum on a specific route are mandatory work assignments and may not be refused. These mandatory assignments will not include after-school route segments.
4. Any remaining routes or segments of routes that become available after all weekly route minimums are filled will be posted on the bid board and awarded to the most senior driver based on their proximity to the unfilled route or route segment, their availability and overtime status. Consideration will be given to persons bidding with the least amount of overtime in the bid. Routes posted for bidding will remain up for three (3) work days and assigned to the senior driver based on availability and overtime status. Routes posted for bidding may be assigned on a temporary basis until a driver, who meets the qualification, is able to be assigned the route through the bidding process. If a route has gone through all of the previous bidding requirements in Sections A and B, the district may assign the route to a new driver who trained on that route.

- C. The District may require drivers to transport students prior to the first student day of the school year.

**D. Leave Accrual & Usage**

Drivers will accrue and use paid leave balances based on a rolling monthly average of their daily work hours, up to a maximum of eight (8) hours. The average will include all hours worked during the week, including evening and weekend field trip assignments. Eligible paid leave requests and holidays will be paid based on the driver’s daily work hour average in the prior month.

**E. Field Trips**

- 1.** On a non-school day, if a bus driver is scheduled by the District for a specific field trip or special run, and ~~he/she~~ **they** reports to the Transportation Center(s) and the trip is cancelled before the driver has departed from the bus garage, the driver will be paid for the time ~~he/she is~~ **they are** on the clock and has the option to take up to two (2) hours pay at ~~his/her~~ **their** appropriate pay rate, or be placed at the top of the trip list. If the driver further reports on to the school from which the trip is scheduled, the driver will be paid for the time they are on the clock and has the option to take up to three (3) hours pay at ~~his/her~~ **their** appropriate pay rate or be put at the top of the trip list.
  - 2.** Overnight field trip drivers will be paid for the actual driving hours for the trip, to and from the destination. Additional days of the trip will be paid at a minimum of eight (8) hours per day or for the actual driving hours., whichever is greater.
  - 3.** Unless attached to a route, mid-day trips, shuttles, after-school runs and assigned trips are considered additional work.
- F.** During the school year (as defined by the established first and last day of school for all students), or if a field trip or special run on a day when school is not in session is completed in less than five (5) hours, the bus driver will be paid five (5) hours pay at ~~his/her~~ **their** straight time rate.
- G.** During the summer recess period drivers will be paid for a minimum of four (4) hours of work for each day worked.
- H.** The District may designate positions as “Spare Driver” positions, which will be posted or assigned with a designated minimum number of Any driver designated as a “Spare Driver” ~~will receive an average of eight (8) hours daily with a minimum of seven (7) scheduled hours (Monday–Friday) between the hours of 5:30 a.m. and 5:30 p.m. during the days when Beaverton schools are in session. This assumes the Spare Driver is available during these work hours; otherwise the driver will be paid for actual hours worked.~~ In addition, any work which a Spare Driver ~~volunteers~~ **chooses** to perform during the week (Monday–Friday) will count towards the weekly assignment minimum, including work that goes outside the hours identified above.
- I.** If the time period between a driver’s anticipated clock out time and clock in time, between assignments, is greater than thirty (30) minutes, the driver must contact dispatch and go off paid status. If the time period between a driver’s anticipated clock out time and clock in time is less than thirty (30) minutes, the driver must report availability and location to Dispatch. During this time period the driver may complete any normal job duties or any special assignment given by Dispatch. The driver must remain in contact with Dispatch during this time period and be available for work.
- J.** Work schedules may change due to some schools and/or programs not being in session, or

some schools starting late or ending early. Some routes may be combined to reduce the numbers of drivers needed to reduce operating costs. Drivers who are required to report for work may choose one of the two options below if they are not needed for other assignments.

1. Come in and work the required hours to transport schools and/or programs that are in session. Drivers will be paid the hours actually worked if they wish to leave after finishing their assignment; or
2. Come in and work the required hours. If the required worked time is less than four (4) hours, drivers may remain on the clock and work at least a four (4) hour guarantee.

K. There will be no “stand by” rate pay.

**L. Transportation Handbook Committee**

The ~~C~~committee will be responsible to review and develop revisions to the Transportation Employee Handbook. All ~~C~~committee decisions will be by consensus agreement, and the ~~C~~committee will use an ~~I~~interest-~~B~~based process for their decision-making protocol. Nothing in this article is intended to displace Association or District rights under the Collective Bargaining Agreement. The parties shall identify and address solutions for issues of mutual concern. The ~~C~~committee will consist of up to four (4) members appointed by the Association and up to four (4) members appointed by the District. The Association and District representatives on this ~~C~~committee have the authority to act as delegated to them by the Association and District respectively.

M. To be in compliance with ODE standards, eight (8) hours of paid training will be provided to certified Beaverton School District bus drivers annually, to be scheduled at the discretion of the Administrator for Transportation.

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