

# Martin County West Public Schools

Independent School District No. 2448  
105 East 5<sup>th</sup> Street, Sherburn, MN 56171  
507-764-2330

## MEMORANDUM OF EMPLOYMENT

**Name** \_\_\_\_\_  
Name of Employee

**Bus Driver**  
Assignment

It is hereby agreed by and between the Board of Education of District No. 2448 of Sherburn, Minnesota and the above named employee that said person shall perform all duties usually assigned to such employees in the Martin County West School District for the following period of time and wages.

- From July 1, 2024 to June 30, 2025 paid monthly over 12 months:
  - Route Driving: \$14,016.24
  - 5 Route Stipend: an additional \$16.19 per day x # of days up to 70
  - Round-Trip Daily Shuttle: \$6,044.04
- From July 1, 2025 to June 30, 2026 paid monthly over 12 months:
  - Route Driving: \$14,436.72
  - Round-Trip Daily Shuttle: \$6,225.36
- From July 1, 2026 to June 30, 2027 paid monthly over 12 months:
  - Route Driving: \$14,869.82
  - Round-Trip Daily Shuttle: \$6,412.12

It is further agreed that such employment may be terminated by either party subject to two weeks notice, and this agreement is subject to the laws of the State of Minnesota and the rules and regulations of the Martin County West Board of Education.

\_\_\_\_\_  
Superintendent of Schools

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Board Clerk

\_\_\_\_\_  
Date

**FRINGE BENEFITS**  
**2024-25, 2025-26, 2026-27**

**ADDITIONAL DUTIES:**

- Starting January 1, 2025, extra-curricular and co-curricular bus trips will be paid at \$16.00 per hour with a two (2) hour minimum and twelve (12) hour maximum. Drivers will be reimbursed \$15 per meal every three (3) hours when a request is accompanied by a detailed receipt. Any hotel room, entry fee, and bus expenses incurred in the course of driving these trips will be reimbursed by the school district.
- Rate Schedule:

<b>Work Type</b>	<b>Through June 30, 2025</b>	<b>Starting July 1, 2025</b>
Extra- and Co-Curricular Trip (athletics, field trips, etc.)	\$16 per hour effective January 1, 2025, 2 hour minimum, 12 hour maximum. Reimbursed \$15 per meal every 3 hours with a detailed receipt. Any fees or expenses incurred in the course of driving these trips will be reimbursed by the school district.	\$16 per hour, 2 hour minimum, 12 hour maximum. Reimbursed \$15 per meal every 3 hours with a detailed receipt. Any fees or expenses incurred in the course of driving these trips will be reimbursed by the school district.
Late Bus	\$20 per trip with additional pay for more stops	\$35 per hour, 1 hour minimum, 15 minute increments
After School Program	\$30 per trip	\$35 per hour, 1 hour minimum, 15 minute increments
Work Study	\$28 per trip	\$35 per hour, 1 hour minimum, 15 minute increments
Arise, Summer School, Preschool, Special Ed, Out of District	\$35 per trip	\$35 per hour, 1 hour minimum, 15 minute increments
Vehicle Maintenance & Repair*	\$30 per hour	\$30 per hour
Cleaning, Scheduling & Routing*	\$17 per hour	\$17.34 per hour

*\*These duties will be performed only at the direction and request of the school district.*

**DOT PHYSICALS:**

The medical provider will bill the school district directly or the school district will reimburse the

employee for the cost of a medical examination required by the Department of Transportation.

**FIVE ROUTE STIPEND:**

In recognition of the additional driving time required by having five bus routes, drivers during the 2024-2025 school year will receive a stipend of \$16.19 per day for each of the 70 days worked between September 4, 2024 and December 19, 2024.

**SICK LEAVE:**

Drivers will earn one (1) hour of sick and safe time per every thirty (30) hours worked. Any unused time can accrue to a maximum of forty-eight (48) hours to be used for sick and safe time purposes as defined in Minnesota statute 181.9447. Drivers employed by the school district before July 1, 2024 who accrued unused sick time will be credited with the accrued hours.

**SNOW DAYS:**

Any scheduled school day when school is canceled due to snow, employees do not need to report to work. This is a day with pay. The school district may require drivers to participate in training or meetings on snow days. If snow days are made up at a later date in the school year, drivers will report for no additional pay unless they participated in training or meetings on the snow day(s) to be made up.

**RESIGNATION:**

A minimum of two (2) weeks notice for resignation is required.

**WAGE HISTORY:**

- 2023-24: \$13,608 paid per year for 175 day route (\$77.76 per day) + \$5,868 for 175 days of two-way shuttle (\$33.53 per day) = \$19,476 (\$111.29 per day)
- 2022-23: \$13,122 paid per year for 175 day route (\$74.98 per day) + \$5,652 for 175 days of two-way shuttle (\$32.30 per day) = \$18,774 (\$107.28 per day)
- 2021-22: \$12,636 paid per year for 175 day route (\$72.21 per day) + \$5,436 for 175 days of two-way shuttle (\$31.06 per day) = \$18,072 (\$103.27 per day)