MEMORANDUM OF UNDERSTANDING AND AGREEMENT
BY AND BETWEEN
THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS TRAVIS CHAPTER #454
AND
TRAVIS UNIFIED SCHOOL DISTRICT
April 30, 2025

The following Pilot Memorandum of Understanding and agreement ("MOU") is entered into by and between the California School Employees Association and its Travis Chapter #454 ("CSEA") and the Travis Unified School District ("District") collectively referred to as the ("Parties") to this agreement. CSEA enters this MOU as the Exclusive Representative for the classified bargaining unit employed by the District. This MOU is intended to memorialize negotiations between the Parties concerning how extra work assignments and field trips are assigned, and transparency of bidding and seniority list.

WHEREAS, the collective bargaining agreement ("CBA"), Article 19, Bus Drivers provides, 19.1 Bus drivers shall bid on District established routes at the beginning of each school year according to seniority and shall be paid according to the time established for each route. In the event two or more bus drivers have the same date of hire as a bus driver, seniority shall first be based on date of hire as a substitute bus driver in the District. If the substitute date of hire is equal, the total number of hours worked, including all overtime hours worked in the classification shall be included. If the employees have met the same requirements stated above, total number of years of experience as a school bus driver shall determine the seniority for bidding of bus drivers on district established routes. Each route shall allow at least thirty (30) minutes at the beginning of the route for a safety check and at least fifteen (15) minutes at the end of the route for clean-up. There shall be three (3) possible routes during a school day.

WHEREAS, Article 19.1 does not address how extra work assignments and district funded field trips are scheduled for drivers.

WHEREAS, the Parties agree that there is a need to address procedures for fair and equitable transparency in distribution of extra work and district fund field trips.

THEREFORE, the Parties agree as follows:

Agreement

EXTRA WORK: Defined as local non-home-to-school weekday special activity trips and home-to-school, extra work shall be documented daily and made available nightly for drivers to view.

1) Local non-home-to-school weekday special activity trips and home-to-school, the run shall be assigned as follows:

A. There shall be the following categories of extra duty work:

   a. Less than 2 hour trips
   b. 2-4 hour trips (Overtime)
   c. Day Field trips
   d. Night Field trips
   e. Saturday field trips
   f. Sunday and holiday field trips

B. Extra duty for each category shall be offered to the most senior driver in the rotation who has signed up for extra hours in the respective category and can complete assignment without overtime, then offered in seniority rotation order of drivers who did not sign up. Drivers shall be assigned extra work even if minor overtime is anticipated. Minor overtime is defined as fifteen (15) minutes or less (If no driver meets the conditions, the assignment shall be assigned as overtime in accordance with this article and Articles 13.7.1 and 13.7.2)

C. The District will establish, maintain and post a rotation list of all extra duty categories listed in (A) above.

D. The most immediate driver in the vicinity of an emergency, as determined by the District, may not refuse extra hours to facilitate a home-to-school or non-home-to-school activity Drivers are to be paid at the appropriate rate.

   1.) EMERGENCY: Defined as broken down bus, accident involving bus, area locked down and needing assistance from another bus in the nearest vicinity.

E. Unit members shall have the right to refuse extra time. Should an assignment be refused by all members, the assignment shall be assigned to the unit member with the least seniority.

F. Non-home-to-school trips schedule shall be posted when received, but shall not be assigned more than one month in advance.

G. The District will post extra assignment sheets nightly for the following day.

H. The District will establish, maintain and post the seniority list.

I. Bus drivers must have 6 months experience driving TUSD routes and field trip training to be qualified to drive field trips more than 15 miles from the bus yard, Saturday or Sunday/Holiday trips, or field trips that require highway travel.

J. Recess, break or long-term assignments will be offered from available drivers that sign up to cover no more than a week at a time and shall rotate between drivers, following seniority order.

K. Calendars for each school district on the routes shall be attached to the route before the route bidding process.

L. Drivers will have the option to accept mid-day driving assignments and opt out of noon duty assignments to accept the higher paid driving assignment.

M. Field trip drivers who report to the yard for weekend trips or if the yard is closed will get 45 minutes to open the gate and check out the bus and lock the yard after leaving.

N. Field trips approaching 14-16 hours can be split in half or hotel room can be supplied for the driver to prevent DOT 16-hour violation.

O. Drivers shall remain in paid status while on trips or moves until the driver is relieved of duties or returns the bus to the yard and free to leave.

P. Drivers may receive additional assignments to meet their guaranteed time.

Q. The last two sentences of Article 19.1 are amended for clarification to state: Each route shall allow at least thirty (30) minutes for a safety check and at least fifteen (15) minutes at the end of the route for clean-up. There shall be three (3) possible routes during a school day.

The Parties agree to meet, review, and renegotiate the terms of this the MOU, if necessary, on or before September 1, 2025.

By affixing their signatures to this MOU, the Parties acknowledge that the matter set forth herein is agreed. The signatories have represented that they are authorized representatives of the Parties to this MOU and that all actions necessary for the Parties to ratify and accept this MOU as a binding and bilateral agreement will be completed in a manner required by their respective internal policies and/or as required by law.

This Agreement was made on April 30, 2025.

Vincent Ruiz, Assistant Superintendent HR

Nadine Patterson 4/30/25

Nadine Patterson, CSEA 454 President

Shawana V. Grace 4/30/2025

Shawana Grace, CSEA LRR

Janice Hunt, CSEA LRR Intern

Transportation Rep CSEA 454