

FENNVILLE PUBLIC SCHOOLS



GUIDELINES FOR BUS DRIVERS

Effective July 1, 2025

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**FENNVILLE PUBLIC SCHOOLS
GUIDELINES FOR
BUS DRIVERS
July 1, 2025**

PART 1

Purpose and Intent

The general purpose of these guidelines is to set forth the wages, hours, working conditions, and other conditions of employment for bus drivers.

PART 2

Definitions

Driver—Any person solely employed by the district, possessing the CDL qualifications to drive a school bus, and have successfully completed any probationary periods as a new driver. “Drivers” are allowed to bid in all route and trip categories (following the rules for each) regardless of any other roles they may hold in the district. A driver is paid according to the driver’s pay scale for driving.

Approved Pair—A group of two drivers who share a regular route, one typically drives AM and one PM. Drivers in an approved pair have the first option to sub for the other in absences. The pair must be approved by the superintendent or designees. An approved pair uses the senior-most driver’s seniority to bid on their route.

Substitute Driver—A person possessing the CDL qualifications and certifications to drive a school bus and only drives to fill an absence or vacancy for an agreed upon time. Substitute Drivers are paid at a rate agreed upon by the superintendent or designee and the substitute driver. Substitutes cannot “bid” routes or trips but may be assigned by the superintendent or designees.

Regular Route—A series of regular pick-ups and/or drop-offs, following a preauthorized course, transporting students to and/or from school buildings; typically done once in the morning and once in the afternoon. Routes are bid once for the school year unless rebid is necessary. Routes are created, modified and/or amended only by the superintendent or designee.

Extra Route—An additional regularly scheduled route transporting students to and/or from a school building to another educational facility for the purpose of instruction. Examples: Tech Center, After-School Tutoring. Extra routes are typically bid once per year and last for the duration of the program or school year.

Extra Trips—Driving students to and/or from a day or night event such as a classroom field trip or a sports game/meet/event. These trips are not regularly scheduled and are bid on a weekly basis by the drivers.

Drive Rate—The pay rate that a CDL driver is paid to perform driving duties for the district, such as AM and PM routes, and may include other times that a driver is actively driving. Individual rates are based on driver seniority, experience, and position on the pay scale.

Trip Rate—The pay rate that a CDL driver is paid while not actively driving. For example, waiting for a team to play a game or for a class to visit a field trip activity. This would also include bus cleaning or attending a meeting or training. The trip rate is paid at the rate outlined in the salary agreement.

Probationary Period—A time designated by the superintendent or designee, typically 30-90 days from the date of hire. While on probation, a driver is not allowed to bid on routes or trips but may be assigned at the discretion of the superintendent or designee. An employee in their probationary period may be terminated or subject to disciplinary action during the set probationary period.

PART 3

Management Rights

The Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitutions of the State of Michigan and of The United States, including but without limiting the generality of the foregoing, the right:

- 1 To the executive management and the administrative control of the school system and its properties and facilities, and the direction of the activities of its employees within the scope of their employment; to establish written personnel and other policies.
- 2 To hire all employees subject to the provisions of law, to determine their qualifications for continued employment, to evaluate, to discharge, discipline, or demote for just cause, and to promote, transfer, and retire all such employees.
- 3 To establish policies, bus schedules, the hours of work, and other duties, responsibilities and assignments of drivers and other employees, terms and conditions of employment not in conflict with this agreement.

The Employer reserves the right to hire supervisory and salaried employees at its own discretion and will consider existing employees who apply.

PART 4

Probation

Section 1 The probationary period for new employees is thirty to ninety (30-90) working days, after which time the new employee will acquire seniority. In the event that two or more employees have the same date of hire,

seniority shall be determined among such employees by the earliest date of application having the greatest seniority.

PART 5

Seniority

- Section 1** Strict seniority shall prevail in the layoff and rehiring of bus drivers. In reducing the workforce because of lack of work or other cause, the first employees to be laid off shall be the last hired. The last employee laid off shall be the first employee rehired.
- Section 2** The employer shall post a list of employees arranged in order of seniority. This list shall be updated at the beginning of each year.
- Section 3** Seniority shall be broken only by discharge or voluntary quit: or by layoff for a period equal to length of employment.
- Section 4** In the event of a layoff, an employee so laid off shall be given one (1) weeks' notice of layoff and two (2) weeks' notice of recall to work, mailed to his/her last known address by registered mail. In the event the employee fails to make him/herself available for work at the end of said two (2) weeks, he/she shall lose all seniority rights under this agreement. The employer has the right to utilize a temporary employee until the end of this two (2) week period if necessary. It shall be the responsibility of each employee to notify the employer of any change of address.
- Section 5** When a driver is on approved sick leave of up to one (1) year duration, he/she shall maintain his/her seniority. Upon return from an approved sick leave, he/she shall be returned to his/her pre-leave work schedule.
- Section 6** Vacancies will be filled according to seniority, if all other matters such as ability and qualification are, in the opinion of the employer, equal.

PART 6

Bidding

- Section 1** All drivers will bid on all extra trips in the first round. (day, night, and Emergency trips)—(Tech Center is bid differently)
- Section 2** If for any reason a driver is unable to complete his/her route assignment, the route will be posted as soon as possible with notice to all drivers. A meeting with the supervisor will be held and bids on all open routes shall be received. At the conclusion of the meeting, all route assignments shall be done.
- Section 3** All routes will be bid on a seniority basis prior to the beginning of each school year. Any changes to these assignments shall be made as per procedure prescribed in Section 2. All regular bus routes and bus assignments will be determined by the Supervisor who may request a

conference with drivers to determine the most efficient route. Route times will be established prior to the beginning of school on all regular runs.

On the first workday of each week, all trips that have been requested for the subsequent week (Sunday to Saturday) will be posted as a group by noon. Any trip(s) for that week received after the group posting will be assigned following the emergency trip process.

Emergency trips are defined as all trips not posted by noon on the Monday of the week preceding the bid day. And will be labeled with the day and time they will be assigned.

Section 4 In the event that a regular route must be eliminated, the displaced driver shall have the ability to select a current vacant route. If no vacant route exists, the displaced driver will be assigned the route of the driver with the lowest seniority until the next opportunity to bid on an open route.

All trips cancelled due to weather or rescheduling will be re-bid

Section 5 Trips will be assigned in chronological order based on a rotating seniority list to the next driver in order who has signed up for that trip. Each week's rotation will start with the driver following the last driver to receive a trip in the previous posting group. Trip assignments will continue until all of the trips in the posting group have been assigned.
If a teacher or coach who is a fully licensed bus driver attends an event with their grade level or team, the trip MAY be assigned to them without being posted.

At the time of assignment, each day's trips will be marked with the person in which that day's rotation started with, to make following and understanding of the bid process easier.

Section 6 Trips will be clearly marked and noted if they pay at a different rate than normal. (continuous run, drop trips, etc.)

Section 7 If a trip is un-bid at the time of assignment, the supervisor may post it as an emergency trip or assign that trip to any qualified driver or may institute a forced trip list if necessary to be recorded on a separate sheet and assigned in reverse order of seniority.

Section 8 Winner takes all trips are trips typically assigned to the first bid trip of a playoff series. (examples: districts, regionals, state) The driver that successfully bids a "winner takes all" trip will continue to drive the team during the entire playoff series, if the team keeps winning, without re-bidding the next trip.

Section 9 The district may employ drivers to drive “summer routes” to transport students to and from summer school and the migrant program. The route make-up, route times, number of routes, and number of drivers will be determined by the needs of the district.

Summer routes will be bid on a seniority basis. Drivers who have summer employment with the district, of any kind, (para-pro’s, maintenance assistants, food service, etc.) will be allowed to bid “second time around”. A driver who will be absent for more than a ¼ of the summer school session, due to scheduled vacations, may be passed over in the bid process in favor of a driver who can fulfill the attendance requirements.

Drivers will be required to perform a thorough bus cleaning, the same as the “end of year” cleaning at the conclusion of summer driving. Failure to clean at the end of the summer route session by the end of the week following the last day of summer school, will disqualify the driver from bidding the following summer.

Route times will be established prior to the beginning of the summer routes.

Section 10 Positions, other than bus driving, that open in the Transportation Department will not be subject to the bidding process but will be applied for through formal employee application. The School reserves the right to keep the fleet moving and may in short notice and emergency situations fill trips as needed with school staff or subs and may limit trip assignments and overtime due to budgetary restraints.

PART 7

Equipment, Accidents and Reports

Section 1 In establishing operational procedures, the employer shall consider personal safety.

Section 2 When an employee is required by a supervisor to work under a condition which the employee regards a violation of a safety rule, the employee shall have the right to protest and if ordered by the supervisor to perform the work involved the employee shall have the right to perform the work under protest and shall refer the matter to the Safety Committee for consideration and recommendation. However, no employee shall be required to work on any equipment or job that has already been written up as unsafe before it is checked and released by the garage, supervisor and/or Safety Officer.

- Section 3** An employee who is injured while performing his/her job and is required to leave the job because of such injury and is required to remain off the job by medical authority will be paid for the whole day.
- Section 4** The Employer shall not require employees to take out on the streets or highways any vehicle that is not in safe operating condition or equipped with the safety appliances prescribed by law.
- Section 5** An employee involved in any accident shall immediately report said accident and any physical injury sustained. An employee shall make out an accident report in writing on forms furnished by the Employer and shall turn in all available names and addresses of witnesses to any accidents. Failure to comply with this provision shall subject such employee to disciplinary action by the Employer. A driver shall not leave the scene of an accident before making contact with a supervisor.
- Section 6** It is the duty of the employee, and he/she shall immediately, or at the end of his/her shift, report all defects of equipment to the mechanic or supervisor of transportation. Such reports shall be made on a suitable form furnished by the Employer. The Employer shall not ask or require any employee to take out equipment that has been reported by any other employee as being in an unsafe operating condition until same has been approved as being safe by the mechanic or supervisor.

PART 8

Working Conditions

- Section 1** The Employer agrees to furnish all necessary equipment for bus drivers to perform their assigned duties. Further, the Employer agrees to keep said equipment in safe operating condition.
- Section 3** Drivers are required to keep the interior and exterior of buses clean.
- Section 4** The employer shall provide an area in the bus garage for transportation staff for breaks, eating, having meetings, and to conduct school related business.
- Section 5** The school will provide legal counsel to represent any employee as required or needed because of acts occurring when and while said employee is in the performance of his/her normal duties and responsibilities provided that it has been determined that the employee has acted within the scope of school and administrative policy.
- Section 6** Bus drivers may, at the discretion of the Administration, be assigned to drive school-owned or leased vans or passenger automobiles. These school vehicles may be used without employing a bus driver when

appropriate for the transportation of students to and from school or school-related events.

- Section 7** It is recognized that discipline is important to school bus safety. Principals or other administrative personnel will collaborate with the driver to address issues with parents and students as needed. Administrators may set up a discipline workshop or training for bus drivers as necessary.
- Section 8** The Employer shall provide a refresher course, at the district's expense, in the use of safety equipment and emergency first aid.
- Section 9** The purpose of evaluation is to maintain and/or improve the effectiveness of the employee. Copies of the evaluation rubric are available from the Transportation Supervisor. (Appendix C)

PART 9

Compensation

- Section 1** Attached hereto, and marked "Schedules", are schedules showing the classifications and wage rates of the employees covered by these guidelines.
- Step movement shall occur on July 1 of each year. Employees hired before January 1 in a given school year will receive step credit for a full year. Employees hired on or after January 1 will not advance their step until the conclusion of the following year.
- Section 2** The employer shall provide for bi-weekly pay periods. Each employee shall be provided with access to itemized statements of his/her earnings and all deductions made for any purpose via a secure web portal. Any confirmed errors in an employee's pay will be corrected as soon as possible when reported, and in any event by the following pay date.
- Section 3** Routes and runs are defined on the definitions page.
- Section 4** The maximum regular work week for daily runs is established as Monday through Friday. A regular work week may be shorter but not greater than five (5) days.
- Section 5** Drivers will be paid on an hourly basis according to their position of experience on the drivers' pay scale. Morning and afternoon school routes will pay 2.5 HRS total for *each run*.

Pre-Trip and Post-Trip inspections, time sweeping & cleaning the bus interior, time spent calling parents, filling out time sheets, and one exterior

bus wash per week will be included in the 5 HR a day bus driving minimum guaranteed pay.

Vo-Tech Runs will be paid for 3 HR each run. 1 hour at drive rate and 2 hours at trip rate.

Section 6 Drivers may bid extra runs, day and/or night trips for extra compensation. Extra trips will pay as follows:

- The first 2 HRS of any trip will be paid at drive rate
- After the first 2 HRS of the trip, drivers will be paid at the trip rate.
- Overtime will be paid and will begin as soon as a driver accrues 40 HRS, (example: if a driver takes some day or night trips in the first part of the week and accrues 40 HRS of total time by the end of the day Thursday, then every hour worked after that would be paid at overtime rate) Overtime rate will be calculated as 1.5 times the rate of the job/role you are working when the overtime occurred.
- Continuous Run Trips, certain field trips, that are drop & return to load another group, or make multiple stops with low waiting time, may be paid as a "Continuous Run" and could pay "Drive Rate" for the entire duration of the trip. If designated as such, the trip will be labeled "Continuous Run" when posted to bid
- Drivers will be paid at their "Trip Rate" for meetings, continuing ed, and for extra approved bus washing
- The district may authorize a thorough disinfecting and interior cleaning of a bus, during times of high numbers of sick students, at the school, or a particular route. The individual route or routes and duration of time to be paid, at trip rate, will be at the discretion of the Superintendent or designee.
- Retirement hours: the state retirement system does not recognize minimum pay/guaranteed pay hours, only time worked. Drivers will still need to record their time on the transportation timesheet AND punch into the payroll timekeeping system no more than 15 minutes before their scheduled bus leave time and are expected to punch out of "driving" no more than 15 minutes after the route completion time.

Section 7 Vo-Tech runs will be bid as a package with an AM & PM Route. The package of one Vo-Tech run, and an AM/PM route will pay 8 hours a day. (per section 5)

Vo-Tech runs will consist of 2 buses "A" bus & "B" bus, "A" being bid first, the "A" driver will continue to work in the spring after the seniors are done and we drop to 1 bus. The "A" driver also gets first choice on days where only one bus is needed or only Early College is running, unless it's a ½ day that early college would interfere with the P.M. run. The "A" bus driver

will also drive the extra runs such as building trades and AIS drop-offs and will have first choice on vo-tech field trips.

If a Vo-Tech driver gives up the run early (before the end of the year) that driver will bid second time around next year. A Vo-Tech run could be given up, with no penalty, at the semester break with 3 weeks advance notice to the Supervisor of Transportation. A driver with a Vo-Tech route can bid on day trips with approval from Supervisor of Transportation.

Drivers that have other guaranteed daily work, Maintenance Assistant, Food Service, Para Pros, etc. will be allowed to bid a Vo-Tech run a second time around. All other drivers will bid on Vo-Tech by seniority, on bid day, before the start of the school year.

It is the intention to keep over time to a minimum and the four Vo-Tech runs to be bid by 4 separate drivers.

Other extra routes such as an afterschool tutoring run will be bid as the needs arise, or a program is added, and will be bid by seniority for the duration of the program. The district reserves the right to approve or deny any bidder any extra route due to budgetary restraints, that would/could put the driver into a regular overtime situation.

- Section 8** Drivers shall be notified as soon as possible that school is not in session due to Acts of God (weather, health, etc.). If a driver has already reported for work, and if school is cancelled less than ten minutes prior to a driver's regularly scheduled departure time, they shall be paid one (1) hour of route pay. This provision only applies if the cancellation does not result in the driver receiving compensation under the provisions of Section 15 or 16 of this part.
- Section 9** Expenses incurred for the sole benefit of the driver shall be paid for by the driver.
- Section 10** Drivers will be granted a minimum of two (2) hours trip pay when extra trips are cancelled less than three (3) hours prior to the scheduled departure time. Notice of cancellation of the trip shall be given to the driver by the Supervisor of Transportation.
- Section 11** Admission tickets will be provided to drivers for out-of-district school events for which they transport students. A meal allowance for taking an Extra Trip of 5 consecutive hours or more shall be paid at a rate of \$10.00 per trip. The driver must request the meal allowance on the time sheet.

Section 12 Drivers required to attend hearings/court appearances on behalf of the school district will be reimbursed at the trip rate of pay. Drivers will also be reimbursed for their travel to and from court at the existing mileage rate.

A driver who is called to jury duty will be reimbursed as if he/she had worked his/her scheduled shift, upon providing the district with proof of appearance. Any stipend paid by the court for appearing for jury duty is to be reimbursed to the district immediately upon receipt. Leave for jury duty is awarded only for the reasonable time that the employee is needed, which may include partial or whole day. Drivers are expected to return to work in a reasonable time after jury duty obligations have been concluded.

Section 13 The district will pay the cost difference between a regular driver's license and any other State endorsement, upon renewal, necessary to drive a school bus. At the present time, this includes a Commercial Driver's License (CDL). No mileage will be paid for renewing license.

Section 14 The school district requires all school bus drivers to receive an annual physical examination meeting the requirements of Act 187 of the Public Acts of 1990 administered by the physician of the district's choosing. The district will pay the full cost of that. In addition, the district will pay at the trip rate for the time a driver invests in meeting this requirement (travel to the appointment, the appointment, and travel back). Reimbursement for mileage for travel between physician's office and the school IF no school vehicle is available or if using the school vehicle is not practical determined by Supervisor of Transportation.

Section 15 Those employees who are scheduled to work only on the required student attendance days shall be compensated for days so worked. However, bus drivers will be compensated for their regular runs/hours for the first six (6) inclement weather days occurring during the regular school year.

If the employee was issued a directive to remain off work from a medical doctor prior to the "calling" of the inclement weather day, such time shall be deducted from her/her sick leave and not counted as inclement weather days.

Section 16 Tornado watches will be handled as per Board Policy. If drivers are called in early or held over for any reason, they will be paid at the trip rate for such time.

Section 17 When an employee is required by the employer to furnish his/her own transportation to and from a job location, training, physical or drug testing, he/she shall receive a mileage allowance, the rate of which is established by board policy, or will be furnished transportation by the school district. From home to the job is not considered part of this section.

- Section 18** For any school or in-service training assigned by the administration, the employee will receive one and a half times trip pay if the school or in-service training is held on a Saturday, Sunday, or Holiday. If the training is held on a weekday, the employee will receive normal trip pay.
- Section 19** The cost of tuition and expenses for conferences and workshops will be paid for by the district. The Supervisor of Transportation will choose and authorize courses and the personnel to attend.
- Section 20** Upon completion of their probationary period new transportation personnel will be provided with a District Jacket at no cost. The district will purchase jackets for all transportation personnel only once in every 5 year period. Those employed at the time of those purchase dates shall receive a jacket at no cost and will have those jackets replaced every 5 years thereafter.

Annually (every fall) transportation personnel will have an allowance of \$100 per school year for the purchase of work-related shoes or apparel. An itemized receipt must be submitted by June 1 of the current school year to receive the reimbursement.

PART 10

Insurance

- Section 1** Bus drivers who work for the district for a combined average of thirty (30) hours worked per week during the school year combining driving hours and hours worked in another position will receive single-subscriber medical insurance benefits that are comparable to or exceed the benefits provided to the administrative staff. Medical insurance shall include health, vision, and dental. Health insurance co-pay will be set in accordance with the provisions of Public Act 152 (2011). Vision and dental insurance co-pay will match that of administrative employees. If the employee wishes to purchase additional coverage for family members, they will be responsible for the premium cost above the single-subscriber hard cap amount.
- Section 2** All bus drivers shall be provided with \$18,000 Term Life Insurance with the carrier to be selected by the Board.
- Section 3** Full-time drivers will be provided with single-subscriber vision insurance, with plan form and co-pay to match that of administrative employees. Full-time drivers may, at their own expense, purchase additional vision insurance coverage for their spouse and dependent children through the Employer's vision insurance plan.

PART 11

Leaves

Section 1 All full-time employees shall be credited one sick leave day per month provided ten (10) working days are scheduled in that month for the month to count for sick leave credit purposes. There shall be a maximum of ten (10) sick days credited in any calendar year. Drivers who successfully bid on extended school year driving assignments may accumulate one (1) additional day of sick leave per year.

Section 2 All drivers who have have a minimum of 90 sick days accumulated can be paid for unused sick days, up to 20 days per year, at a rate of \$20 per day at the end of each school year, at the request of the individual by notifying payroll. Personal business days will not be counted against this provision.

Section 3 Sick leave shall be available for use by bus drivers for the following purposes:

- a) Personal illness. (2.5 hour minimum when taken ill on the job).
- b) Absence from work due to exposure to a contagious disease.
- c) Medical treatment or dental extraction (not less than 1/2-day increments)
- d) Up to three (3) days per year may be used for illness or injury to a member of the immediate family.

Spouse	Brother	Stepfather
Daughter	Mother-in-Law	Stepmother
Son	Stepson	Stepdaughter
Father	Father-in-Law	Grandparent
Mother	Grandchild	Sister

Section 4 An employee absent from work because he or she has contracted mumps, scarlet fever, measles, chicken pox, or any other communicable disease for which the Centers for Disease Control has declared a pandemic shall suffer no reduction of compensation and shall not be charged with loss of personal sick leave for a period not to exceed ten (10) workdays. Thereafter, the employee shall commence his/her accumulated sick leave.

Section 5 Sick leave may only be used once they are earned unless approved in advance by the Superintendent or designee. Recognized holidays falling within a sick leave period shall not be counted as sick days.

Section 6 A medical certificate may be required in the absence of evidence of an employee's illness or injury that prevented his/her attendance at work for a period of five (5) or more consecutive days.

Section 7 For the loss of time because of an injury incurred in the line of duty, regular employees shall receive full pay for up to one (1) full work week (5

days) after each incident without drawing from sick leave. This shall apply to an initial injury only and shall not be allowed on recurrence of previous injuries unless validated by the school physician. The school district will pay the physician's charges.

Section 8 An employee who has been previously absent due to illness will not be authorized to return to work unless proper advanced notification is given. Such notification of the employees' intent to return to work must be sent to the Supervisor before the end of the employee's regular shift of the day before return is anticipated unless prior arrangements have been made with the Supervisor.

Section 9 A regular employee who suffers injury, after the first (1st) week compensable under the Workers Compensation Act may be paid the difference between his/her regular wages and payment received under the provisions of the Act, to be deducted from accumulated sick leave.

When sick leave credits are exhausted, the employee will remain on Workers Compensation until its benefits are exhausted. Employees, if requested, will be required and will submit a report from a doctor following a prolonged illness or injury indicating that he/she is physically able to perform work available before his/her return to active work.

Employees, upon retirement, will be paid Twenty (20) dollars per day for the unused portion of their accumulated sick leave up to a maximum of 90 days.

Section 10 Employees eligible for leave time under the provisions of the Family and Medical Leave Act ("FMLA") and its implementing regulations shall be granted such leave, to the extent required by the FMLA, for the purpose(s) and subject to the terms and conditions of the FMLA and its regulations. Any leave which is otherwise available under the provisions of this Agreement (e.g., paid sick leave, etc.) for the same purpose(s) for which leave is required to be provided under the FMLA shall be used concurrently with the FMLA leave and shall be credited toward fulfilling the employee's leave entitlement under the FMLA. For example, if the employee qualifies for both paid sick leave and FMLA leave, the paid sick leave shall be used as part of the FMLA leave. If the employee qualifies for FMLA leave, but not paid sick leave, then in such event the FMLA leave shall be unpaid. FMLA leave time eligibility shall be applied on a "rolling" 12-month basis (i.e., up to 12 weeks in any 12-month period, etc.).

Section 11 In the event of death in the immediate family an employee will be paid his/her regular daily rate for up to three (3) days for time lost from work in order to make arrangements or to attend the funeral. There shall be no funeral pay for days when school is not in session.

The employee's immediate family shall be:

Spouse

Grandchildren

Stepfather

Daughter	Father-in-law	Stepmother
Son	Mother-in-law	Stepchildren
Father	Brother-in-law	Stepsister
Mother	Sister-in-law	Stepbrother
Brother	Son-in-law	Grandparents
Sister	Daughter-in-law	
<u>Person making his or her permanent residence in the employee's home</u>		

Such unused days in any year shall not be cumulative. Employees shall furnish the school, upon request, with proper proof of such relationship and the taking of such time and pay under false representation shall be considered cause for dismissal.

Section 12 An employee who for any reason is unable to report to work shall notify the Supervisor of Transportation of such condition not later than one (1) hour before the start of his/her regularly scheduled duties, except at the discretion of the Supervisor in cases of emergency. First notification is by text message to the Supervisor, then by phone if no response is received.

Section 13 Any full-time employee desiring a leave of absence from his/her employment shall secure written permission from the employer. Leave of absence of short duration without pay may be granted subject to the availability of an adequate replacement. Any such request will be in writing and submitted at least five (10) days prior to the date of anticipated absence. The Supervisor may waive the five (10) day requirement in case of emergency.

Full-time employees shall be allowed a leave of absence equal to their accumulated sick days subject to the availability of an adequate replacement.

Section 15 Employees shall receive credit for two (2) personal business days on the first day of the school fiscal year. Employees starting in the second six months, (January 1 – June 30) shall receive a proration of one (1) personal business day. Personal business is defined as domestic, financial or legal business that cannot be done outside of working hours. It is understood that personal business days may not be used for social, leisure, or recreational purposes or in conjunction with a holiday, vacation or recess period. (Emergency personal business days may be granted by the Superintendent, depending upon the need and the attendance record of the employee.) Personal days shall not be cumulative.

Section 16 Medical disability leaves shall be granted for a period of up to six (6) months. Such leaves of absence shall be without pay, fringe benefits or accrual of vacations or sick leave. The Employer, upon written request by the Employee, may extend medical disability.

Section 17 At the beginning of the school year, the business office will provide individual employees with their sick leave accumulation upon request.

PART 12

Employee End of Year Evaluation, Conduct, Discipline, and Discharge

Section 1 A year-end evaluation will be conducted on all drivers using the adopted bus driver evaluation rubric (Appendix C). Drivers will be rated as Effective, Developing, or Needs Support. A longevity bonus will be paid to drivers with an evaluation for Effective or higher on the rubric using the table below. Drivers consistently rated Effective and "Exceeding Expectations" on the rubric may be awarded longevity at up to 1.25 times higher than outlined in the table. This will be done at the discretion of the Transportation Director in consultation with the Superintendent.

Completed Years of Service	1-5	6-10	11-15	16-20	20 or more
	\$200	\$400	\$600	\$800	\$1000

Yearend Cleaning Expectations:

- No later than the end of the next week following the last day of school
- All bus drivers are required to do a thorough year-end cleaning of the bus
- Cleaning will consist of:
 1. Exterior Wash with Soap & Brush
 2. Underbody Flush till all water runs off clean
 3. Tires cleaned with tire wash & Armor All'd
 4. Interior floor vacuumed clean & mopped and disinfected
 5. All seats wiped clean and disinfected
 6. All interior walls & ceiling wiped clean
 7. All interior windows washed
 8. All bus supplies re-stocked
 9. Any repairs or defects wrote up
 10. Seats inspected for bad cushions; rips & tears & graffiti removed
 11. Dash & front area cleaned & disinfected & free of clutter
 12. Last day of school denoted in pre-trip book with day end mileage
 13. Inspected & checked off by the Supervisor of Transportation
- All buses will be cleaned regardless of whether you have bid a summer route
- This cleaning is required to be done, or no bonus will be given, even if every other metric is met
- Drivers who bid a summer route will be required to do the same cleaning at the end of summer school

Sections 2 The safe, orderly and efficient operation of the school district requires that employees maintain discipline and proper personal standards of conduct at all times. The employer shall have just cause for disciplining, up to and including discharge of any employee.

The intent and purpose of this part is to provide for progressive disciplinary action. Disciplinary action may be imposed upon an employee for failure to fulfill the Employees' job responsibilities or for improper conduct, while on the job, except that nothing in this part shall prevent the employer from taking immediate and appropriate disciplinary action should it be required by the circumstances with proper written notice thereof to the Union at the time such action is taken.

In any case where disciplinary action is necessary the following procedure shall be followed. However, nothing shall preclude the employer from deviating from the procedural steps listed below depending on the severity of the offense **and the cumulative record of the employee.**

Procedural Steps

- 1 Verbal Reprimand (will include written record of reprimand)
- 2 Written Warning
- 3 Suspension Without Pay
- 4 Removal or Discharge

This provision is not intended to prohibit the employer from disciplining an employee at an advanced step, if the infraction is of a serious enough nature and warrants such discipline.

Employee Conduct, Discipline, and Discharge Continued

The following represents three classifications of misconduct and the examples of possible disciplinary action that could be expected from each. This is not intended to be all inclusive but rather serves as a framework to provide a basic understanding. Nothing shall preclude the employer from deviating from the procedural steps listed below depending on the severity of the offense, the details of the individual circumstances, and the cumulative record of the employee.

Classifications of Misconduct

Minor Offense
Intermediate Offense
Major Offense

Minor Offenses Include but are not limited to:

(Offense in this area shall count against employee for a period of 12 months)

- 1 Habitual tardiness for the start of assigned duties
(Habitual shall be interpreted to mean two (2) instances within 60 days)

- 2 Unapproved Absence
- 3 Absence without proper advance notification (1 hour minimum)
- 4 Use of profanity or obscene gestures directed at and in the immediate presence of fellow employees or the public who are intimidated or offended by such
- 5 Quarreling
- 6 Minor safety violation or accidents

1st Offense - Verbal Reprimand (will include written record of reprimand)

2nd Offense - Written Warning

3rd Offense - Suspension Without Pay (Length determined by detail of offense)

4th Offense - Removal or Discharge

Intermediate Offenses include but are not limited to:

(Offense in this area shall count against employees for a period of 18 months)

- 1 Injurious or dangerous pranks
- 2 Physically fighting on district property or during work hours regardless of location
- 3 Making vicious or malicious statements regarding the district, fellow employees, or administrators
- 4 Willful disregard of established policies / procedures
- 5 Disobedience of a directive from a supervisor or administrator or any other act of insubordination
- 6 Safety violations while driving or accidents

1st Offense - Written Warning

2nd Offense - Suspension Without Pay (Length determined by detail of offense)

3rd Offense - Removal or Discharge

Major Offenses include but are not limited to:

- 1 An accumulation of 6 or more points on employees driving record where the employees job requires the transportation of students at any time.
- 2 Reporting for work while under the influence of illegal drugs, alcohol, or hallucinogens
- 3 Possession, use, sale, or delivery of illegal drugs
- 4 Knowingly falsifying any time keeping records and/or providing false or misleading information to anyone whose responsibility it is to make or keep such records
- 5 Leaving a student on a bus during or after the completion of any run, route, trip, etc. where the driver is responsible for ensuring the bus is empty
- 6 Unprofessional conduct is determined by district policies and procedures
- 7 Major accidents or safety incidents resulting in injury

1st Offense - Immediate Discharge

PART 13

Grievance Procedure

Section 1 All grievances shall be settled in accordance with the procedure herein provided. A grievance shall be defined as a charge of violation, misinterpretation, or misapplication of the expressed terms of these guidelines.

Section 2 For the purpose of this part, "days" shall mean calendar days, exclusive of Saturday, Sunday, and legal holidays.

Section 3 Procedures:

(Step 1) A grievance shall exist when a request by an employee has been rejected or not acted upon by the employee's supervisor. (This employee and the supervisor should attempt to settle issues as they arise on an informal basis.) If not resolved:

(Step 2) The employee must reduce the grievance to writing on a standard grievance form within five (5) days of the alleged grievance and deliver same to his/her supervisor. The written grievance shall contain the following items:

- A. Name of grievant
- B. Date grievance occurred
- C. The specific contract section(s) violated
- D. Facts of the grievance
- E. Relief requested
- F. Signature of grievant

Within five (5) of the receipt of the written grievance, the Supervisor shall have a conference with the aggrieved and another driver if requested by the aggrieved. It is the Supervisor's responsibility to attempt to set a mutually satisfactory time and place for said meeting. Within five (5) days after this meeting, the Supervisor shall state his/her decision in writing and furnish a copy thereof to the employee.

(Step 3) If the grievant is not satisfied with the disposition of the grievance by the Supervisor, or if no decision is rendered within the time provided in Step 2, the aggrieved may appeal in writing to the Superintendent of Schools within five (5) days after receiving the decision in Step 2.

- (a) Within five (5) days of the receipt of the written grievance, the Superintendent or his/her designee shall have a conference with the aggrieved and another driver if requested by the aggrieved. It is the Superintendent's responsibility to attempt to set a mutually satisfactory time and place for said meeting.
- (b) The Superintendent shall state his/her decision in writing within five (5) days and furnish a copy to the grievant and steward.

(Step 4) If the grievant is not satisfied with the disposition of the grievance by the Superintendent, the grievant may appeal to a Committee of the Board of Education within ten (10) days of the receipt of the written decision. The Committee will hear the appeal within thirty (30) school days. The decision of the Committee is final.

Appendix A

Hourly WAGE SCHEDULE

Hourly Rate for 2025-2026

Year of Service	Drive Rate	Trip Rate
1	\$25.00	\$20.00
2	\$25.10	\$20.10
3	\$25.20	\$20.20
4	\$25.30	\$20.30
5	\$25.40	\$20.40
6	\$25.50	\$20.50
7	\$25.60	\$20.60
8	\$25.70	\$20.70
9	\$25.80	\$20.80
10	\$25.90	\$20.90
11	\$26.00	\$21.00
12	\$26.10	\$21.10
13	\$26.20	\$21.20
14	\$26.30	\$21.30
15	\$26.40	\$21.40
16	\$26.50	\$21.50
17	\$26.60	\$21.60
18	\$26.70	\$21.70
19	\$26.80	\$21.80
20	\$26.90	\$21.90
21	\$27.00	\$22.00
22	\$27.10	\$22.10
23	\$27.20	\$22.20
24	\$27.30	\$22.30
25	\$27.40	\$22.40
26	\$27.50	\$22.50
27	\$27.60	\$22.60
28	\$27.70	\$22.70
29	\$27.80	\$22.80
30	\$27.90	\$22.90

As a public school in Michigan, Fennville Public Schools is required to report hours worked and contribute to the Michigan Public School Employees Retirement System (MPERS) through the Office of Retirement Services (ORS) based on wages earned by each employee. The rates of employer contribution and employee withholding, which are based on the employee's pension plan, are set by ORS.

Hourly WAGE SCHEDULE

Hourly Rate for 2026-2027

Year of Service	Drive Rate	Trip Rate
1	\$26.00	\$21.00
2	\$26.10	\$21.10
3	\$26.20	\$21.20
4	\$26.30	\$21.30
5	\$26.40	\$21.40
6	\$26.50	\$21.50
7	\$26.60	\$21.60
8	\$26.70	\$21.70
9	\$26.80	\$21.80
10	\$26.90	\$21.90
11	\$27.00	\$22.00
12	\$27.10	\$22.10
13	\$27.20	\$22.20
14	\$27.30	\$22.30
15	\$27.40	\$22.40
16	\$27.50	\$22.50
17	\$27.60	\$22.60
18	\$27.70	\$22.70
19	\$27.80	\$22.80
20	\$27.90	\$22.90
21	\$28.00	\$23.00
22	\$28.10	\$23.10
23	\$28.20	\$23.20
24	\$28.30	\$23.30
25	\$28.40	\$23.40
26	\$28.50	\$23.50
27	\$28.60	\$23.60
28	\$28.70	\$23.70
29	\$28.80	\$23.80
30	\$28.90	\$23.90

APPENDIX B

SCHEDULE B - Holidays

Bus Drivers

- 1 Labor Day
- 2 Memorial Day
- 3 Thanksgiving Day
- 4 Day After Thanksgiving
- 5 New Year's Eve
- 6 New Year's Day
- 7 Christmas Eve
- 8 Christmas Day
- 9 Independence Day
(If working during the summer)

To be paid for a holiday, an employee must be in attendance one full day before and one full day after said holiday, unless on an approved absence.

APPENDIX C

	Exceeding Expectations	Meeting Expectations	Not Meeting Expectations
SAFETY	- Always catches defects & reports ASAP to the Mechanic - Does a thorough pre-trip consistently and finds Patty $\frac{3}{4}$ of the time - Has no sleepers because they are observant and have a plan to monitor for this - Takes time to educate students before drills, drills are on time, fast & orderly	- Notices bus defects & writes up promptly - Does a thorough pre-trip inspection & finds Patty $\frac{2}{3}$ of the time - Have a plan to notice and prevent sleepers on the bus - Evacuation drills are performed on time and professionally - Following all traffic rules on and off school grounds - Demonstrate understanding of school safety rules	- Does not notice bus defects and/or doesn't write them up - Not thorough on pre-trips – finds Patty $\frac{1}{3}$ or less of the time - Has consistent problems with sleepers on the bus - Must be constantly reminded to do drills & drills are a trainwreck
ATTENDANCE	- Shows up early and is ready to help with any need, willing to stay to complete the job - 2 or fewer absences* - Calls in during approved times - Gives notice of absences well in advance	- Arrive on time - 5 or fewer absences per school year - Provides enough notice when calling in - Prearrange absences at least 10 days in advance.	- Arrival time is inconsistent - 11 or more absences* - Calls in are not consistent and are at random times - Doesn't give at least 10 days on prearranged absences
OBSERVATION	- Knows all the bus kids by name - Route is near perfect, makes effort to run route in the most efficient way & works well with Supervisor - The bus atmosphere is calm & controlled regularly - Seating chart used & monitored & adjusted for effectiveness - Volunteers & help when needed	- Knows & recognizes most all the students on the bus by name - Keeps route updated & current - The bus atmosphere is calm & controlled most of the time - Have an updated seating chart - Volunteers when asked for trips - Be consistent on bus rules and procedures across the district	- Has little idea of student names & trouble knowing if specific students are on the bus - Route is not kept up to date, stops are incorrect & hard to drive for the sub - The atmosphere is loud & unruly - Does not enforce seating chart with students - Does not make an effort to volunteer for extra trips
PROFESSIONAL PRACTICE	- An example of a good attitude and friendliness - Sets the example for other drivers - No discipline write ups in the last 2 years. - No parent complaints/calls & partners with parents to solve behavior issues - Brings problems & potential problems to Supervisor & actively helps in a solution	- Be respectful of other staff members - Dress appropriately for the position - Interact with parents and the community in a positive manner - No disciplinary write-ups in the last 12 months - Responds and communicates with parents as frequently as needed - Talk directly to the person who can help fix the problem, <i>doesn't</i> gossip	- Issues getting along with other employees - May make colorful remarks - Sloppily dressed and unprofessional speech - Multiple write ups or several disciplines in the last 2 YRS. - Multiple or consistent parent complaints/only contacts parents if made to do so by Supervisor - Gossips & creates discontent

CLEANLINESS	- Keeps floors very clean - Keeps the front of bus like new - Keeps trash can emptied with liners & smells fresh - Bus exterior is clean & shiny - Keeps windshield & mirrors clean	- Keeps floors swept & free of trash - Front of bus free of clutter - Liner in trash can & emptied - The bus smells fresh - Washes bus exterior once a week - Keeps windshield & mirrors clean - Completes end of year bus cleaning	- Floors are consistently dirty - Front of bus is cluttered - Trash is overflowing & stinky - Bus has a funky smell - Bus is constantly looking dirty - Windshield & mirrors are dirty & hard to see out of
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***Absences do not include personal days, pre-arranged absences according to the contract, and absences related to FMLA.**

Effective	☐ Meets or exceeds expectations in SAFETY <u>and</u> ☐ Meets or exceeds expectations in ATTENDANCE <u>and</u> ☐ Meets or exceeds expectations in OBSERVATION <u>and</u> ☐ Meets or exceeds expectations in PROFESSIONAL PRACTICE <u>and</u> ☐ Meets or exceeds expectations in CLEANLINESS *And Year-End Bus Cleaning Requirements outlined in the contract
Developing	☐ Meets or exceeds expectations in SAFETY <u>and</u> ☐ At least partially meets expectations in ATTENDANCE <u>and</u> ☐ Meets or exceeds expectations in OBSERVATION <u>and</u> ☐ Meets or exceeds expectations in PROFESSIONAL PRACTICE <u>and</u> ☐ At least partially meets or exceeds expectations in CLEANLINESS *And Year-End Bus Cleaning Requirements outlined in the contract

Needs Support

- ☐ Does NOT Meets or exceeds expectations in SAFETY or
- ☐ Does NOT Meets or exceeds expectations in OBSERVATION or
- ☐ Does NOT Meets or exceeds expectations in PROFESSIONAL PRACTICE or
- ☐ Does NOT Meets or exceeds expectations in ATTENDANCE or
- ☐ Does NOT Meets or exceeds expectations in CLEANLINESS

***And Year-End Bus Cleaning Requirements outlined in the contract**

