

MEMORANDUM OF UNDERSTANDING  
By and Between  
The Bethel School District #403 ("the District")  
and  
Public School Employees of Bethel ("the Union")

**EMERGENCY FIELD TRIP SIGN UP PROCESS**

Recitals

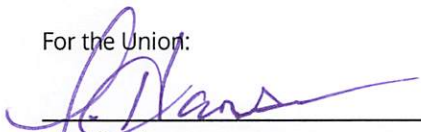
1. In an effort to promote fairness and efficiency in assigning emergency field trips to drivers, the District and Union recognize the benefit of a streamlined process that focuses on those drivers who are actively interested in taking emergency field trip assignments.
2. The parties desire to implement an emergency field trip sign-up process that continues to honor seniority while reducing unnecessary communication with drivers who do not wish to be considered for field trip work.
3. Emergency Field Trip as defined in Appendix E of the parties CBA.

Agreement

Therefore, the parties agree as follows:

1. **EMERGENCY FIELD TRIP CALL LIST.** Drivers who wish to be considered for emergency field trip assignments must sign up to be placed on an active call list. This list will be maintained by the Transportation Department and updated as needed.
2. **ASSIGNMENT PROCESS.** Emergency field trip assignments shall continue to be offered based on seniority, but only among drivers who are on the active call list at the time of assignment selection.
3. **UPDATING LIST STATUS.** Drivers may add or remove themselves from the active call list at any time; however, changes must be submitted at least twenty-four (24) hours in advance to be effective for upcoming emergency field trip assignments.
4. **TERM.** This agreement is in effect on the date of the signatures below until August 31, 2026. All other provisions of the collective bargaining agreement shall remain in full effect. This MOU is not precedent-setting and is intended to address operational efficiency and fairness in the emergency field trip assignment process.
5. **COMPLETE AGREEMENT.** This Agreement contains the full understanding between the parties. In executing this Agreement, the parties affirm they are relying on their own judgment and not on representations outside this document.
6. **LAWS OF THE STATE OF WASHINGTON.** This MOU shall be interpreted and construed under the laws of the State of Washington.

For the Union:

  
\_\_\_\_\_  
Jennifer Hansen  
President of PSE Bethel Chapter

Date:

July 31<sup>st</sup> 2025

For the District:

  
\_\_\_\_\_  
Todd Mitchell  
Exec. Director of Human Resources

Date:

7/31/25