

**AGREEMENT BETWEEN
THE CENTRAL BUCKS SCHOOL DISTRICT
AND
CENTRAL BUCKS TRANSPORTATION ASSOCIATION
ESPA/PSEA/NEA**

JULY 1, 2025 TO JUNE 30, 2029

**BARGAINING UNIT AGREEMENT OF THE
CENTRAL BUCKS TRANSPORTATION ASSOCIATION**

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This Agreement is made and entered into by and between the Central Bucks School District, hereinafter referred to as the "Board", and the Central Bucks Transportation Association ESPA/PSEA/NEA, hereinafter referred to as the "Association".

ARTICLE 1 – RECOGNITION

Section 1.

The Board recognizes the Association as the exclusive bargaining agent for the employees of the bargaining unit comprised of full-time drivers, mechanics, dispatchers, and routers; and excluding supervisors, first-level supervisors and confidential employees as defined in the Public Employee Relations Act.

All employees shall be provided with a handbook delineating district policy, rules, and regulations. The policies, rules, and regulations outlined in this handbook shall not be considered part of this contract and the application of same shall not be subject to the grievance procedure as outlined in Appendix C of this contract.

For the purposes of this Agreement the bargaining unit is defined as follows:

Section 2.

Drivers

- a. Full-Time School Bus Driver: a CDL-qualified person assigned to operate a school bus on a regular a.m. run and p.m. run between the designated start of school and end of designated year for a minimum of four (4) hours per day.
- b. Full-Time Non-Bus Driver: a person assigned to operate a passenger school vehicle for which CDL is not required and which operates on a regular run, both a.m. and p.m. between the designated start of school and end of designated school calendar year for a minimum of four (4) hours per day.
- c. Full-Time Floaters are drivers not assigned to permanent routes who are used to fill in for absences. Floaters (bus and van drivers) will work a minimum of six (6) hours a day. Bus Driver Floaters are required to hold current state CDL licensing and endorsement requirements.

An employee as described above may be employed elsewhere, but such employment may not interfere with the regularly scheduled driving assignment with the District.

Bus Mechanics

- a. The following are the position classifications for Bus Mechanics:
 1. Automotive Mechanic
 2. Automotive Diesel Mechanic (a) - shall be the higher rated classification
 3. Automotive Diesel Mechanic (b) - shall be the lower rated classification
 4. Lead Mechanic
- b. For purposes of this Agreement the following definitions shall apply:

1. Full-time employee: an employee regularly scheduled to work forty (40) hours per week.
 2. Part-time employee: an employee serving in a less than twelve (12) month position and/or an employee regularly scheduled to work less than forty (40) hours per week.
- c. Part-time employees serving in twelve-month positions and regularly scheduled to work for thirty (30) hours or more hours per week shall be considered as full-time employees for salary rate and employee insurance, benefits and shall receive pro-rated paid leave benefits (e.g., sick leave, vacation, holidays, etc.).

Transportation Dispatcher

The Transportation Dispatcher dispatches drivers on a daily and weekly basis and acts as a link between the drivers and Transportation Administration. He/she assumes an active role in connection with the Transportation Administration in the coordination and development of special education transportation schedules. The district may require that employees hired or transferring into the dispatcher position possess basic computer skills, and the ability to effectively communicate to the customer and other employees.

Employees who become classified as dispatchers will be required to hold current state CDL licensing and endorsements. This is a full-time position up to eight (8) hours per day. Transportation Dispatcher shall be a 12-month position.

Inter-Office Delivery Route

The Inter-Office Delivery Route is an additional assignment assigned to pick up and deliver inter-school mail between assigned buildings either inside or outside the School District. This may include post office pickup for those schools not having regular U.S. mail delivery. It is understood that packages will not normally exceed fifty (50) pounds in weight.

When a vacancy occurs in the inter-office delivery route, or the inter-office delivery back-up, the vacancy will be posted on the District's website. When someone is absent the route will be filled by the trained designated back-up.

Router

The Router creates student transportation service; evaluates, organizes, and creates effective bus routes, troubleshoots and fixes route directions; maintains data base for all Public and Private school students; evaluates driver requests for route changes; works closely with Transportation Administration and contract dispatchers to investigate and resolve problems; works with parents and schools to resolve transportation concerns; researches, models and implements confidential planning that may lead to bus route reorganizations; trains staff on use of the routing software system; coordinates and develops special needs of the transportation schedule as needed. Router shall be a 12-month position. Employees who become classified as routers will be required to hold current state CDL licensing and endorsement requirements.

ARTICLE 2 – OBLIGATIONS

- Section 1.** Each of the parties hereto acknowledges the rights and responsibilities of the other party and agrees to discharge its responsibilities under this Agreement.
- Section 2.** Both parties agree to abide by the provisions of the Pennsylvania Public Employee Relations Act, Act 195. The Association pledges that members of the bargaining unit will not engage in a strike as that term is defined in Act 195 during the term of this Agreement and the Board pledges that it will not conduct or cause to be conducted a lock-out during the term of this Agreement.

ARTICLE 3 - MANAGEMENT RIGHTS

- Section 1.** The Board shall at times exercise its exclusive authority to establish policy in all matters relative to the proper conduct of the public schools within its jurisdiction.
- Section 2.** The Board, in accordance with the Pennsylvania School Code, is vested among other things with the right to operate the district, to direct the working force, to select its supervisory personnel, to hire new employees, to assign work, to transfer employees, and to discharge employees for reasonable cause.

ARTICLE 4 – ASSOCIATION RIGHTS AND PRIVILEGES

- Section 1.** **INFORMATION**
The Board agrees to furnish the Association in response to reasonable request, from time to time, bargaining unit employee data such as salary rates, titles, seniority, and similar data. No such request shall be unreasonably denied.
- Section 2.** **INTER-OFFICE MAIL FACILITIES**
The Board shall not permit any organization other than the Association as permitted by law to use any of the District's internal communication mechanisms or facilities to communicate with bargaining unit employees, including but not limited to bulletin boards or inter-office mail facilities.
- Section 3.** **MEMBERSHIP DUES DEDUCTION**
- a. Deductions from Salary – The Board agrees to deduct from the salaries of members of the local Central Bucks Transportation Association, provided that the Association provides an authorization form submitted by the member. Such deductions shall be in equal semi-monthly amounts. No such payroll deductions may be made from the pay of any member of the bargaining unit unless a payroll deduction authorization form has been submitted to the Association.
 - b. The Association will provide the Board with a list of those members who have authorized the Board to deduct dues for the Association pursuant to Section 1 above no later than September 30th. Deductions of dues shall begin at the earliest possible date after the list is received.

Section 4.

ASSOCIATION RELEASE DAYS

The Association shall be granted ninety-six (96) hours of paid leave per school year to attend to Association business. Substitutes will be secured by the District for employees who are granted said leave. Association hours will be utilized for all Association business and activities conducted during working hours excluding periodic labor-management meetings scheduled by the Association and District by mutual agreement or meetings requested by the District. Association representatives requesting to utilize such hours will provide reasonable advanced notice to the Transportation Administration. In instances where the Association is seeking representatives to be absent for an entire workday or more, the Association will provide the District with advanced written notice of the representative(s) to be absent and the estimated hours to be utilized from the established pool at least thirty (30) calendar days in advance.

Section 5.

JUST CAUSE

Actions taken by the Board or Administration with respect to a bargaining unit member shall be for just cause.

Section 6.

DISCIPLINARY CONFERENCE

In the event it becomes necessary to hold a disciplinary conference, the employee shall be apprised of the nature of such conference and shall be entitled to be accompanied by and receive counsel from an Association representative, if requested. Should a conference called for another purpose become disciplinary in nature, the employee shall have the right to leave such conference and seek counsel as indicated above.

Section 7.

SUSPENSION PAY

All earnings for the period up to the suspension and/or dismissal shall be paid on the next regular pay date. In the event an employee who has been suspended or dismissed is found not guilty of all charges, or if all the charges are dismissed, the employee shall receive payment for the difference between wages lost due to the suspension or dismissal and wages earned in other employment during such period, if less.

Section 8.

EMPLOYEE FILE

Except for information pertaining to initial employment, the employee shall have the right, upon reasonable advance notice, to review the contents of his/her employee file and to copy material therein. An employee shall be entitled to have a representative accompany him/her during such review.

Section 9.

No material derogatory to any employee's conduct, service, character, or personality shall be placed in his or her personnel file unless the employee is actually given a copy or is given an opportunity to review such material. ***All confidential personnel data will be secured so that no unauthorized individual can gain access.***

ARTICLE 5 – CONDITIONS OF EMPLOYMENT: DRIVERS

Section 1. DEFINITIONS

- a. **Regular Route** – Scheduled combination of runs, to and from school as specified in the CBSD Transportation Department Red Book, transporting students on a daily basis during the school year for a minimum of two (2) hours for an AM run and two (2) hours for a PM run. Drivers may be assigned by management additional duties to meet the two (2) hour minimum.
- b. **Special Bid Run**
 1. **Mid-Day** Runs are all runs operated for one (1) hour or more between Regular Runs but excluding sports, field trips, and special trips. This will also include child development work experience runs of at least one (1) hour for the duration of the assignment.
 2. **Alternate** Runs are Regular Runs operated for a minimum of two (2) hours per day when public school is closed.
 3. **Alternate Mid-Day** Runs are Mid-Day Runs operated for a minimum of two (2) hours per day when public school is closed.
 4. **Summer Work** are any regularly scheduled runs which occur from the end of the regular public-school academic calendar year until the beginning of the next school year.
 - a. Any Driver who signs up and is awarded a Summer Run will receive a minimum of two (2) hours.
 - b. Summer Runs shall continue to be bid upon and awarded in seniority order.
 - c. Summer Work such as bus cleaning, state police inspections, and ESY Runs require sign up. Drivers will be compensated at their regular hourly Driver's rate.
 - d. Emergencies that arise during the summer that require a driver to cover during the work week or a weekend trip should be called off of the summer work list.
 - e. Should no qualified driver bid on any piece of work, whether it is a route, trip, or any extra or emergency work, Transportation Administration has the right to instruct, in reverse seniority order, the lowest driver that has not been instructed during the current month.
 - f. Call center work shall be posted, interviews conducted, and positions awarded by Transportation Administration. This position may be awarded to bargaining and non-bargaining members.
- c. **Sport Trips and Picks/Drops** (paid at the Driver Rate listed in the salary schedule)
 1. Sport Trip – Trips transporting teams, cheerleaders, coaches and/or chaperones for a sporting event(s). It is understood that this includes the duration of such an event, and that the driver is paid for total time, such as: time to pre-trip vehicle; pick-up of students at school; time to drive to and from the event; waiting time while at the event; and time to and from bus depot to the

school. If the driver is not found at the site of the event, the driver shall be subjected to disciplinary action, unless the absence is for a meal or for a period of time that has been pre-approved by the Transportation Administration. One hour will be allocated for each meal, and this mealtime is to be pre-arranged with the coach and/or chaperones upon reaching the site of the event. Transportation Administration shall ensure that adequate supervision is provided on sports trips prior to assigning a driver.

2. Drops/Picks - Drops are a piece of work where a driver drops students off before the driver's PM run. This work will be called out based upon the end school location and will be paid at a one (1) hour minimum. Picks are any piece of work after a driver's PM run where a driver immediately proceeds to pick up students from a designated location and returns the students to their home school. This work will be paid at a two (2) hour minimum.

d. **School Year:** Follows the calendar approved by the School Board of Directors.

e. **Work Year** – The regular school year as established in the appropriate student calendar.

1. Drivers shall be paid for all hours worked according to clock-in and clock-out times in accordance with timekeeping procedures. Drivers receiving paid hours for leave, holidays, or other hours not actually worked, pay shall be according to the hours in their Edulog schedule. For days the District designates as virtual instruction not due to a Health emergency, and the time will not be added to the end of the school year, the driver/staff will complete training to account for their workday.
2. If a period exceeds five (5) consecutive days administration and union leadership will develop a mutually agreed upon plan.
3. If the District designates virtual instruction due to a Health emergency, and drivers, aides, and staff are not being compensated their regular pay, staff will be allowed to stay on the District healthcare at their current coverage level so long as they continue to pay the employee premium share in effect.
4. In the event of an early dismissal, the following procedures shall apply:
 - a. Elementary Early Dismissal: The driver shall complete their regularly scheduled morning run and clock out upon completion. The driver shall then clock in 25 minutes prior to the scheduled start of the elementary early dismissal route, remain on the clock, and complete their regularly scheduled secondary dismissal route and any additional work assigned by the Transportation Administration. If refused, the driver's time shall be adjusted.
 - b. Secondary Early Dismissal: The driver shall complete their regularly scheduled morning run and remain on the clock through the conclusion of the secondary early dismissal period and complete any additional work assigned by the Transportation Administration. If refused, the driver's time shall be adjusted. The driver shall then clock back in 25 minutes prior to the scheduled start of their elementary regular dismissal route and clock out upon completion of that route.

Wages and related provisions are accurately reflected in Appendix "A" made part of this Agreement which shall remain in force for the period of this Agreement.

Section 2.

FIELD AND SPORTS TRIPS

- a. All requests for trips/buses will be processed through the Transportation Office for determination of in-house or contracted service. All trip requests will be time stamped automatically in the Edulog Field Trip System by the date the trip is requested.
 1. The District agrees that transportation of students on field and sporting trips remains Bargaining Unit work. The Association recognizes that extraordinary circumstances may arise whereby the transportation of students may require the use of a school district vehicle driven by a district employee who is not a member of the Bargaining Unit.
- b. Trips departing before 8:45 a.m. and/or returning after 2:15 p.m. may be assigned to district on-call substitutes or floaters or may be contracted out upon discretion of the Transportation Administration and are not subject to grievance provided that every effort was made to assign the trip to a member of the Bargaining Unit. This pertains to school days only, Monday through Friday.
- c. Rotating Bid Lists: This list shall include all Field and Sports Trips scheduled between the hours 8:45 a.m. and 2:15 p.m., after 4:00 p.m. and/or on weekends. In addition, any other coverage needed that is known early enough to make a bid list, for example: private school runs requiring coverage when CBSD public schools are closed.
 1. Available work may be posted up to five (5) weeks in advance of its occurrence. All work must be posted within one (1) week of when the Transportation Department receives it. All Rotating Bid Lists will be posted for a minimum of two (2) business days and will be taken down at 10:00 a.m. on the third day. Under no circumstances will the list be kept up longer to accommodate late bidders. Rotating Bid Lists will be posted as needed. When the need arises a second Rotating Bid List can be posted in the same week. When a list comes down, all drivers must look at the posted awarded Bid List as soon as possible.
 2. Extra copies of the Rotating Bid List will be made for all interested drivers. All bids must be made on the original sign-up sheet posted on the driver's room at the Operations Center and Annex. Drivers shall enter trips in order of their preferences, using a hyphen (-) to separate one number from the next. Under no circumstances should drivers ask office personnel to fill out or change their bids. If a driver decides to change bid numbers, he/she must sign the original bid list. If a number cannot be read, it will be decided what it is based on the discretion of the office staff and trip monitor. *(When making bids, the use of a pen is required to prevent tampering.)*
 3. A completed Rotating Bid List of assigned bids will be posted in the driver's room at the Operations Center and Annex. **It is the responsibility of the Driver to verify assignments.** This list shall also indicate the starting point of the next Rotating Bid List.
 4. Full-Time Drivers holding a Regular Route are disqualified from bidding on any work when the times conflicts with the times as specified in Edulog.
 5. In the event of cancellations, the original trip will stay with the assigned driver pending rescheduling. If rescheduling does not occur within ten (10) working days, the driver will lose the trip and no make-up will be offered. If rescheduling occurs after ten (10) working days, the trip will go on the next bid list (if there is *sufficient time*). ***This process is not subject to grievance***

provided that every effort has been made to assign the trip to a Bargaining Unit member.

6. Drivers will be compensated one (1) hour for trips canceled after the driver has reported to the bus parking location and hold the trip pending rescheduling in ten (10) working days. Drivers will be compensated two (2) hours if the trip is canceled after they have left the parking location. The trip will be held pending rescheduling in ten (10) working days.

If any part of a driver's scheduled day (midday) is cancelled the day of, and the cancellation is not weather related, the driver will make up the work by making themselves available during their scheduled time to do work assigned by Transportation Administration or clock out.

7. When a driver is awarded two trips in the same time period, he/she must give back the second trip awarded. Drivers are responsible for keeping a date book to prevent this from happening. A possible exception to this would be when a bid trip is canceled and is rescheduled during the same time period as another trip held by the driver. The driver will then be given the choice of which trip to keep. Drivers bidding on two trips which conflict with one another will be subject to the discipline outlined in Number 8, True Time Bidding.

8. True Time Bidding: Drivers bidding on trips will be responsible for arriving at the designated pick-up point up to 10 minutes earlier (*when possible*) or by the listed departure time. ***Also applies to regular arrival times at afternoon schools.*** A driver disregarding true-time bidding will receive a written warning for the first offense. A second offense will result in losing bidding privileges for thirty (30) calendar days. If a third offense occurs, he/she will lose their bidding privileges for the rest of the school year. 1st and 2nd offenses will be cleared at the beginning of each school year. Late arrivals due to circumstances beyond the driver's control will not be subject to this policy.

d. Job Bidding (Non-Drivers, 12-Month Employees)

1. Extra work will be assigned based on seniority regardless of 10- or 12-month position, only after work has been offered to full time drivers and will be compensated at the employee's rate.
2. 12-month employees may not accept extra work during their normally scheduled workday and are not permitted to leave their normally scheduled work assignment early, except for an emergency when no other drivers are available.
3. 10-month drivers will receive first opportunity to bid on extra work in order of seniority.

Section 3.

EXTRA WORK ASSIGNMENTS

The assignment of coverage for absent driver's mid-day runs, late runs, and last-minute trips will be accomplished through the utilization of two (2) lists – Mid-Day and After Hours. Extra work will be assigned based on Seniority and will essentially be a Rotating Bid List beginning after the last person in seniority to receive extra work from the previous day.

a. DEFINITIONS:

Mid-Day – Any piece of work that occurs after AM runs but before PM runs. Any piece of work starting before 9:15 a.m. will be considered volunteer and will not cause the seniority line to move.

After Hours List – any piece of work that occurs after PM runs, including weekends and when CBSD is closed. Any piece of work starting before 4:15 p.m. on a weekday or occurring on an emergency basis on the weekend will be considered volunteer and will not cause the seniority line to move.

The extra work will be called out on the day it is happening. All work being called out for the day will be made known to drivers then called out in groups (i.e., All mid-days will be called out before late runs) and will be called out individually.

Example: "Bus #11 MBIT Mid-Day. 10:00 a.m. start time, two-hour minimum. If interested, please respond with your bus number over the radio."

After interested drivers have responded with their numbers the dispatcher will call out all numbers received until radio silence. She/he will repeat this process two more times providing a total of three opportunities to respond until assured that no driver was missed. The job will then be awarded to the highest in seniority based on where the lines start for that day. The line will start at the same location for the entire day for each list (though a driver will not be awarded more than one mid-day/after hours trip in one day unless no one else calls in for it).

In the event of a CBSD closure, call outs for private and parochial schools or trips will be called out twenty-four (24) to forty-eight (48) hours prior to closure.

1. Emergency On-Call Driver, Mechanic, Dispatcher, or Router: Every weekend beginning Friday, 5:30 p.m. during the school year, a minimum of three (3) employees will be on call: a full-time CDL driver, dispatcher, or router, and mechanic. An employee who has signed up for that weekend will be available Friday night and all-day Saturday and Sunday for emergency calls. The driver, dispatcher, or router, and mechanic will be paid a minimum of twelve (12) hours at their rate. Driver, dispatcher, or router, and mechanic will be paid four (4) hours for each day. If driver, dispatcher, or router, or mechanic is called to cover any emergency, on any day he/she will be paid four (4) hours or actual hours worked, whichever is greater, at their rate. This driver may need to work each of those days as long as they are not in violation of HOS. If more than one driver is required, the second driver and all others will be called off of the After Hours List. The driver that is on-call will not be able to bid on any other work for that weekend. If the On-Call Driver, dispatcher, router, or mechanic refuses the work, he/she will not be paid for the weekend and will not be called or paid for their next turn.
2. Intra-District Trips: If more than four (4) hours may be assigned as two (2) one-way trips. Drivers will be paid a minimum of two (2) hours for each way driven. Drivers assigned to this kind of trip will deliver the group to assigned drop-off point and leave immediately. Driver will be on-site for pick-up no more than twenty (20) minutes before assigned pick-up time. Between assigned times, driver will not be on-call for any reason.
3. Out-of-District Trips: Transportation Administration will determine if a trip is scheduled as two (2) one-way trips. Any trip going to a neighboring school district may be transported to the neighboring district by a substitute driver, but the return trip may be offered to the full-time drivers.

b. PROCEDURES FOR ASSIGNING EXTRA WORK:

Drops are a piece of work where a driver drops students off before the driver's PM run. This work will be called out based upon the end school location and will be paid at a one (1) hour minimum.

Picks are any piece of work after a driver's PM run where a driver immediately proceeds to pick up student's from a designated location and returns the students to their home school. This work will be paid at a two (2) hour minimum.

c. DRIVER WHO LEAVES TRIP SITE: For meal, bathroom, etc., the driver must inform the Transportation Administration or coach. Drivers leaving a trip site for other reasons may be docked waiting time.

d. TRADING TRIPS: Not permitted for any reason.

e. TRANSPORTATION ADMINISTRATION must approve, in writing, all trips or runs turned back by drivers and give a copy to the Dispatcher.

f. DISPATCHER will then place a copy of the signed trip return slip in the returned trip folder for review by the Association. The Dispatcher will distribute through re-posting if sufficient time exists or will call out over radio via Mid-Day/After Hours List if there is insufficient time.

g. ON TRIPS UTILIZING MORE THAN ONE BUS: All buses shall travel together on the same route. Buses will not separate on the way to or the way from the destination unless traffic, road conditions. Etc. make it not possible to be close to each other, but the buses will remain on identical routes. The band truck must also be included with keeping together with the buses on a trip. Generally, the driver with the most seniority will be the lead driver, however, if any particular driver is more familiar with the route and location of the destination, and all drivers agree, that driver should be the lead vehicle. If any disagreements occur, the driver with the most seniority will lead. It is expected that drivers travel the most direct route to the destination using major roadways. Most directions found in the map books at the Operations Center contain the most direct route. If the driver is familiar with a more direct or better route than the directions on file, please follow them, and make them available to the Dispatcher, so they can possibly be switched in the direction book. Secondary roads are discouraged unless a valid reason can be given. Such a reason, for example, would be that the primary road is closed due to construction or an accident. Drivers should always communicate with the lead teacher, coach, or chaperone about the time that they plan to leave to return home.

h. HOURS OF SERVICE: All drivers should be aware of the Federal Motor Carrier Safety Administration (FMCSA) Hours of Service Law (HOS) and the resulting school district's policy that addresses the HOS law.

i. ALL FIELD AND SPORTS TRIPS WILL BE POSTED. There will be an HOS reminder on each bid sheet. Dispatchers will periodically remind drivers of HOS over the radio on trip call outs.

j. ACCOUNTABILITY: Transportation Administration will monitor all trips monthly. All violations of HOS law will be reviewed on an individual basis. Transportation Administration will verify reasons with schools prior to making any decisions. Any time a trip will leave a driver short of the minimum

of 8 hours of rest, the driver must notify the Transportation Administration. It is the driver's responsibility to contact Transportation Administration to notify them of the problem. If a driver properly notifies the office in advance that he/she will not get the minimum of 8 hours of rest after the trip, the driver will report 8 hours after the clock out time. The Dispatcher will cover the portion of the driver's bus run missed. The driver will be paid their normal hours for any missed portion of their run. Unless there are extenuating circumstances, the driver will be expected to report to work for their mid-day run, if applicable, and their p.m. bus run. After a review, if Transportation Administration deems it to be a violation of HOS, the following policy will be applicable:

- 1st Offense: First written warning
- 2nd Offense: Second written warning
- 3rd Offense: Final Written Warning
- 4th Offense: Termination of employment

Drivers should note that the above offenses will be based on an accumulative progression. The offenses will be carried over (and stay) from year to year. They will not be cleared at the beginning of each school year.

- k. If any part of a driver's scheduled day (AM run, midday or PM Run) is cancelled with less than twenty-four (24) hours notice the day of, and the cancellation is not weather related, the driver will make up the work by making themselves available during their scheduled time to do work assigned by Transportation Administration or clock out.

Section 4.

ILLNESS AND DISABILITY

- a. Sick leave shall be provided for eligible employees, as described below, without salary deduction provided notice is sufficiently given to Transportation Administration and required entry is made into the designated absence management system. Sufficient notice shall mean that a driver inform the dispatcher and Transportation Administration by 5:00 AM on the day of such leave and shall simultaneously enter the absence into the District's absence management system. Full-time drivers shall be granted ten (10) sick leave days per school year which shall be considered unscheduled absence(s). Sick days may be utilized in partial increments to make an employee whole for the difference between hours worked and scheduled hours for the day. Such payments shall be for a driver's regular workday, including mid-day runs but excluding trips as defined in Article 5, Section 1-C above. Unscheduled absences without sick leave will be considered unexcused. Approved leaves of absence will not be considered as unscheduled or unexcused.
- b. Sick leave days may be used without limit during any fiscal year provided satisfactory evidence is submitted upon request. Sick leave days shall be accumulated without limit. A doctor's note is required when an employee is absent three (3) or more consecutive days.
- c. New drivers shall be granted sick leave days on the basis of one (1) day for each full month remaining in the school year.
- d. Physician's notes must be provided for three (3) or more consecutive days absent. If a physician's note is not provided immediately upon return from absence said employee will move into progressive discipline for the absences.

- e. Driver who is injured on the job, and who is absent from work as a result, may use sick leave for any days that the employee is not receiving worker's compensation. The employee may not use sick days for any days which he/she is receiving worker's compensation.
- f. Discipline will begin with the 1st unexcused absence in a rolling twelve (12) month period. However, before a bus driver is disciplined under the following progression (even if he/she exceeds the allotted absences), the District will review his/her career sick usage to see if mitigation of discipline is warranted. The District will not be arbitrary or capricious in such a determination. Disciplinary action shall be issued for unexcused absences as follows:
 - 1. 1st unexcused absence in rolling twelve (12) month period: First Written Warning
 - 2. 2nd unexcused absence in rolling twelve (12) month period: Second Written Warning
 - 3. 3rd unexcused absence in rolling twelve (12) month period: Final Warning
 - 4. 4th unexcused absence in rolling twelve (12) month period: Termination
- g. FMLA covered absence will not be counted above for drivers eligible for FMLA. In addition, bus drivers not eligible for FMLA who use sick time for the driver's serious medical condition as that term is used in FMLA shall not have such sick usage caused by the serious medical condition counted towards the progressive discipline listed above.
- h. Before a bus driver is terminated under the above progression, the District will review his/her career sick usage to see if mitigation of termination is warranted. The District will not be arbitrary or capricious in such a determination.
- i. Upon retirement, i.e., reaching superannuation at the time of retirement, from the District, employees will receive \$25.00 for each unused sick day up to 150 sick days.
- j. It is expected that all elective surgery shall be scheduled outside the work year and that routine doctor appointments will be scheduled for non-working time.
- k. To be eligible for the Attendance Award, drivers must be hired as a full-time driver, full-time van driver, or full-time floater and begin work on the first day of the new school year. With the exception of personal time, jury duty, and bereavement leave, eligible drivers that have not used any sick days, urgent leave, and leave without pay in a school year will receive a \$1,000.00 attendance payment.

Section 5. SENIORITY

- a. For the purposes of the following applications, seniority for full-time drivers shall be designated as District-wide.
- b. The individual driver's seniority commences on the date such driver first performs work as a full-time driver. Should more than one driver first perform work on the same date, said drivers will draw lots within 10 working days to determine their respective seniority.

- c. Seniority lists shall be furnished to the Association by the District by September 30th of each school year. Such regular driver lists will be posted for ten (10) days and not be subject to the grievance procedure if the employee does not object within ten (10) calendar days from the date of posting.
- d. A break in seniority occurs when an employee:
 - 1. Retires, resigns, or is discharged for cause.
 - 2. Fails to return from layoff within five (5) working days or is laid off for one year without being recalled.
 - 3. Absent without notice and approval for three (3) days or fails to return from approved leave of absence; either shall be considered resignation.
- e. Seniority shall not be lost on account of:
 - 1. Time lost through approved sick leave and disability leave
 - 2. Approved leave of absence
- f. In the event layoffs should be necessary, drivers shall be laid off in reverse order of their seniority dates and shall be recalled in order of their seniority dates
- g. Routes vacated during the summer and new routes will be posted prior to the school year. A seniority list will be posted at the same time. Drivers' routes from the prior school year will be placed in drivers' mailboxes: Drivers' routes may be changed due to the addition of new students, the opening of a new school(s), redistricting, and/or the efficiency of operation.

All full-time drivers/floaters are permitted to bid for the routes posted at the start of the school year. The bidding will take place at the start of the school year. Drivers may choose to bid on available routes thereby vacating the routes they received in their mailboxes. When a route is vacated in this bid process, it becomes immediately available to the next driver in line, according to the seniority list posted.

Each driver who is not able to be present during the bid process may ask another driver to bid for him/her. If a driver misses his/her place in line, such driver must go to the end of the line. If several drivers miss their places in line, such drivers will wait at the end of the line in seniority order. Drivers who change routes during this process have the right to bid and change routes one more time during the school year.

During the school year, an announcement of each vacancy to be filled shall be posted at the Operations Center and Transportation Annex for five (5) working days.

Announcements of each vacant route shall be accompanied by bus number and depot where the bus is located. During this five (5) day period, full-time drivers who are eligible to bid may submit bid. After this five (5) day period, the route will be awarded to the driver having the most seniority among those who submitted bids.

A full-time driver cannot change routes more than once during the school year, unless granted permission by the Transportation Administration. A route acquired during the bid process is not counted when determining a driver's eligibility to change routes.

- h. All sport, field, special needs trips and summer assignments, including special needs runs, shall first be offered to full-time drivers that have signed up for extra work. The work will be assigned on an availability basis and rotated by seniority.

Where the District makes revisions to the Operations Procedures, it will send revisions to the Union President and meet and discuss the changes with the Union before issuing final changes to the Operations Procedures.

- i. When a driver changes routes through the bid process and has driven this route for ten (10) working days, said driver may not be removed from this route except for just cause and unless a conference has been held with the driver, the Transportation Administration, and representatives of the Association. Disputes as to whether the cause is just shall be subject to the grievance procedure
- j. Drivers are eligible to bid on posted work, whether permanent or temporary work, only if said work will not take the drivers over forty (40) hours per week, unless there are no drivers who fall into this category.

1. Permanent extra bid runs will be posted for five (5) school days and, once awarded, will remain with the drivers until the drivers decide to relinquish said work. No full-time driver shall be awarded, via the bid process, more than one (1) extra bid run, permanent or temporary, in addition to his/her regular daily route. Drivers currently performing more than one extra bid run may continue their current assignments. However, as these drivers relinquish these runs, new assignments shall be posted, bid, and awarded to drivers according to seniority and the number of extra bid runs they are currently performing. An extra bid run would be awarded to the most senior driver without extra work. If no driver meets this requirement, then it will be awarded to the most senior driver with one extra bid run. Again, if no driver qualifies then it will be awarded to the most senior driver with two (2) extra bid runs, et cetera, until the work is awarded. This work will be posted one (1) time only as drivers will be able to indicate on the bid-sheet whether they are currently performing any bid runs.
2. Temporary extra bid runs, which are runs that will not extend beyond the school year, will be posted for five (5) school days. Each run will be awarded, on a rotating basis from a list arranged in seniority order from among the drivers who bid on this run.

No Full-time driver shall be awarded, via the bid process, more than one (1) extra bid run, permanent or temporary, in addition to his/her regular daily route. An extra bid run would be awarded to the most senior driver without extra work. If no driver meets this requirement, then it will be awarded to the most senior driver with one extra bid run. If no driver qualifies then it will be awarded to the most senior driver with two (2) extra bid runs, etcetera until the work is awarded. This work will be posted one (1) time only as drivers will be able to indicate on the bid-sheet whether they are currently performing any runs.

- k. In the event of an absence greater than one (1) day when a regular driver cannot perform his/her extra bid run, the driver's run may be assigned for the duration of the absence among those drivers available on a rotating seniority basis.

- l. Transportation Administration reserves the right, in the interest of efficiency of operation, to deny an applicant a particular run and to combine two or more extra runs or to combine one or more run(s) and a regular run. In the event the Transportation Administration considers such combining of runs or denies an applicant a particular run, the Association shall be involved on a "Meet and Discuss" basis prior to any action being taken.
- m. At the start of the school year, the dispatcher will award extra work by starting at the top of the seniority list. The new seniority list will be updated throughout the year as new employees are hired.

Section 6. OTHER CONDITIONS OF EMPLOYMENT (DRIVERS)

- a. When a trip (which is not a regularly scheduled route) exceeds 25 miles one-way, the driver for such trip shall select the route and be reimbursed for any toll expenses incurred for such trip. Drivers are responsible for obtaining and utilizing District EZ Pass or other similar devices for the payment of tolls and fees on roads necessary to complete their journey as routed.
- b. Assistance for Control and Discipline of Students – If a driver refers a student or students to a building administrator for disciplinary reasons, said driver shall be furnished, within ten (10) school days, the proposed course of action or the outcome of such action that is taken to resolve the disciplinary problem(s). The employer shall support and assist Bargaining Unit members with respect to the maintenance of control and discipline of students in the Bargaining Unit member's assigned work areas. The Association reserves the right to support the employee and pursue legal action should the employee suffer injury or loss of income from assault by a student.

When an employee suffers damage to or loss of personal property as a result of an assault on the job, the District shall agree to submit and process claims to the District's liability insurance carrier. The District will explore the use of bus aides, where available, for buses dedicated to special needs children. Association requests for aides for buses dedicated only to special needs students will be reviewed by the Transportation Administration prior to submitting a recommendation to the Superintendent.

- c. Along with the responsibilities as defined by the Transportation Administration, the Board, and prevailing state and governmental laws, rules and regulations, school vehicle drivers are also responsible for a walk around and inside safety check of the vehicle. A daily written checklist, provided by the District, shall be used for this purpose. Requests for repairs for any vehicle shall be submitted on forms provided by the school district.
- d. At any time a traffic accident occurs, the "Accident Review Board" shall thereafter review the details of the accident. If requested by the "Accident Review Board", a driver may be required to appear before the Board at a mutually agreeable time. The "Accident Review Board" shall consist of the Association President or designee, and two (2) members appointed by the District.
- e. Employees that are medically disqualified in accordance with State of Pennsylvania or Federal Motor Vehicle requirements shall be placed on unpaid leave of absence through any appeal procedure. If by appeal it is found that the disqualification was incorrect and the disqualification

was solely at the fault of the agency at the time the action was taken, the driver will be reinstated with full back pay. If the condition is corrected during the leave of absence, the driver will be returned to work (without back pay) when judged qualified by Pennsylvania or Federal Transportation authorities.

- f. It is not the intent of the District to require drivers to operate buses under conditions that the District deems are unsafe.
- g. Administering Medication – Employees in the Bargaining Unit shall not normally be required to administer medication to pupils except in cases of emergency. The employer shall indemnify and save harmless from any liability employees who administer medication to pupils in direct response to any order from supervisory personnel.
- h. All scheduled training sessions will have a designated start time and an approximate end time. Drivers will be paid those times at a minimum to complete such training. If drivers are brought in on a non-scheduled workday, they will receive a two (2) hour minimum.
- i. Work performed for snow removal shall be paid at the rate of twice an employee's regular hourly rate.

ARTICLE 6- EMPLOYEE BENEFITS

Section 1. LEAVES OF ABSENCE

a. Unpaid Leave

Drivers with one (1) year of service shall be entitled to request an unpaid leave of absence for a period of at least thirty (30) days and not to exceed eighteen (18) months. Twelve (12) month employees with one (1) year of service shall be entitled to request an unpaid leave of absence for a period of at least thirty (30) days and not to exceed twelve (12) months. The Transportation Administration in conjunction with the Human Resources Department shall carefully consider all such requests and shall not unreasonably deny such requests. Employees on authorized leave of absence without pay shall not be considered to be active employees of the school district and shall not be entitled to any benefits granted to active employees. Employees granted leave under this section shall be allowed to remain a member of the district group health, prescription drug, dental and life insurance plan on condition that it is the employee's obligation to submit payment via check or money order each month. Human Resources will provide an invoice for such payments. Failure to pay timely will cause coverage to terminate. During an unpaid leave, the employee may retain benefits at the full plan premium at the employee's expense.

Ten (10) month employees shall be entitled to request unpaid leave of absence days up to and no more than five (5) days. Transportation Administration in conjunction with the Human Resources Department shall carefully consider all such requests and shall not unreasonably deny such requests.

b. Return from Leave

1. Upon return to active employment, upon the expiration of the authorized leave of absence or before, seniority, accumulated sick leave and entitlement to all of the benefits of employment

shall be restored to said employee.

2. An employee who does not return from an authorized leave of absence immediately upon the expiration of said leave shall be determined to have resigned as of the date such authorized leave commenced unless permission is obtained for extension of the time for the employee to report for work.
3. When an employee returns from an unpaid leave of absence that exceeds six (6) months, the employee is not guaranteed to be returned to the same run he/she had prior to the leave.

c. **Leave for Urgent Reasons**

1. Employees may use up to five (5) of their sick days per year for the following reasons:
 - a. Sudden illness of child at home
 - b. Family needs for medical attention
 - c. Family funeral where distance exceeds 150 miles or circumstances make it impossible to complete arrangements under bereavement leave provisions
 - d. Legal activities that cannot be handled at other times. Legal reasons are limited to legal actions that require a court appearance with a subpoena.
2. In the event of extenuating circumstances and only for very good cause the Superintendent or designee may grant an employee more than one day for any incident or occurrence requiring leave for reasons specified in Number 1 above. However, denial of a request for more than one day shall not be subject to the grievance procedure contained herein.
3. The Board and Association recognize that other urgent reasons may occur which are not included in the above list. Upon recommendation of the Transportation Administration and approval of the Superintendent or designee, such urgent reasons may be approved. However, the approval or denial of such reasons is not subject to the grievance procedure contained herein.

d. **Personal Leave Days**

All employees covered by this Agreement shall receive two (2) personal days per school year.

Personal days may be accumulated year to year to a maximum of four (4). Where an employee seeks to use two (2) or more personal days in proximity to each other, a two (2) week notice shall be required. If an employee earns personal leave which would bring his/her accumulated total above four (4), all such days in excess of four (4) shall be converted to a cash payment and paid at the rate, in which the day was earned. Such payment shall be made by September 30th of each year. Personal days may be utilized for weekdays not identified as paid holidays in accordance with this Agreement during the school year when the District is closed.

The use of personal leave day(s) shall be requested by the employee and must be submitted at least one week prior to the requested date(s) of absence. However, a late request shall not be unreasonably denied.

The District may deny a request for a personal leave day immediately preceding or following a

holiday or vacation day, or for a day on which ten percent (10%) or more members of the Bargaining Unit are scheduled to be absent. The Superintendent or his/her designee's denial of a request for use of a personal day for any of these reasons shall not be subject to the grievance procedure but may be a subject for "Meet and Discuss".

In the event of death of an employee, the employee's estate will be paid a death benefit equal to the employee's pro-rated value (per diem) of the employee's accumulated personal days.

e. **Jury Duty**

For satisfying the legal requirement of serving on jury duty, the District will pay to full-time employees the difference between compensation gained as a juror and the regular straight-time pay for the time actually lost from regularly scheduled work. Employees required to serve as jurors must submit a notice of their summons and proof of service to Transportation Administration to be eligible for such compensation.

f. **Bereavement Leave**

Bereavement leave shall be covered as outlined in Section 1154 of the PA School Code of 1949. *Death of an immediate family member*- Up to five (5) days of paid leave. An immediate family member is defined as father, stepfather, mother, stepmother, brother, sister, son, daughter, husband, wife, parent-in-law or near relative who resides in the same household, or any person with whom the employee has made his/her home. Bereavement leave days requested for an immediate family member must be requested and utilized within sixty (60) calendar days of the death of the immediate family member. Unused days not utilized are forfeited. Exception will only be considered for military services upon submission of validation to Transportation Administration within sixty (60) calendar days of the death of the immediate family member. *Death of a near relative*- Paid leave on the day of the funeral. A near relative is defined as a first cousin, grandfather, grandmother, grandchild, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law, or sister-in-law. The District reserves the right to request validation for all bereavement requests.

g. **Uncompensated Leave**

Uncompensated leave shall be used in accordance with Board Policy 339.

h. **Private School Runs**

If the District is closed but private schools are open, drivers with private school runs are expected to complete them. If drivers choose to not work, drivers may use a personal day (if available). Sick and urgent days are to be used appropriately.

i. **Paid Holidays for 10-Month Employees**

The District shall provide three (3) floating holidays from the holiday schedule annually approved by the Board. There shall be no carry-over of unused floating holidays. The use of a floating holiday shall be requested by the employee through the District's designated absence management system at least one week prior to the absence. However, a late request shall not be unreasonably denied.

Section 2. SERVICE AWARD

At the time of retirement, an employee who has served a minimum of ten (10) consecutive years of service in the Central Bucks School District shall be entitled to a service award of \$75.00 for each

consecutive year of service in the Central Bucks School District. In the event of the employee's death, said payment will be made to the employee's estate. Such payments shall be made within thirty (30) days following their date of retirement.

Section 3. INSURANCE BENEFITS

a. Health Care

Employees hired in a full-time capacity shall, on the first of the month following thirty (30) days of full-time employment, be eligible to enroll in the District benefit plans available to Central Bucks Transportation Association employees.

The benefit year shall be September 1st through August 31st annually.

Effective July 1, 2025, all current transportation staff will be eligible for coverage under either plan (Open Access or Open Choice 3) at the 17%/10% employee share, regardless of their hours during the 2024/2025 school year. At the end of the 2025/2026 school year, the employee hours will be reported to and reviewed by the Human Resources Department. If at the close of the 2025/2026 school year, an employee has not met the 1,080-hour requirement, they will be transitioned to Open Choice 3 at the 25%/50% employee contribution. Any portion of an hour above 1,079 will qualify for eligibility (e.g., 1,079.3). Hours of service will be calculated in accordance with the Affordable Care Act ("ACA"). The ACA defines an hour of service as each hour for which an employee is paid or entitled to payment by the employer.

The monthly payroll deduction for the Open Access Plan and Open Choice 3 Plan for employees who work 1,080 hours or more per school year (July 1st - June 30th) shall be the following percentage of premium for all tiers of coverage:

Plan	9/1/2025	9/1/2026	9/1/2027	9/1/2028
POS	17%	17%	17%	17%
OC3	10%	10%	10%	10%

New hires may begin coverage under either plan (Open Access or Open Choice 3) at the 17%/10% employee contribution. After one full school year of employment, if the employee does not reach the 1,080-hour requirement, they will be transitioned to Open Choice 3 at the 25%/50% employee contribution.

The monthly payroll deduction for the Open Choice 3 Plan for those not meeting the 1,080-hour requirement, shall be the following percentage of premium:

Plan	9/1/2025	9/1/2026	9/1/2027	9/1/2028
OC3-Single	25%	25%	25%	25%
OC3-Two Party	50%	50%	50%	50%
OC3-Family	50%	50%	50%	50%

b. Prescription Drug Plan

Prescription co-pay shall be as follows:

- | | |
|---------------------------------|--|
| 1. Specialty: | \$125.00 |
| 2. Generic: | \$10.00 |
| 3. Non-Generic (formulary): | \$30.00 |
| 4. Non-Generic (non-formulary): | \$45.00 |
| 5. Mail Order-Persons: | Shall receive a ninety (90) day supply for two (2) copays. |

c. Dental

1. The annual limit shall be \$2,000.00.
2. Premium Cost Sharing for the life of the Agreement for employees shall be as follows:

- | | | |
|---------------|---------|-----------|
| 1. Single: | \$10.00 | per month |
| 2. Two-Party: | \$20.00 | per month |
| 3. Family: | \$30.00 | per month |

Where both an employee and his/her spouse are employed by the district, such employees shall be entitled to select one health care plan as provided herein for their family on the same basis as other employees, unless the combined enrollment will have an adverse financial effect on the employees/couple. In that case, each employee will be allowed to enroll themselves in their own plan.

d. Income Protection (Short-Term Disability)

The Board shall provide income protection for benefits eligible employees who are wholly and continually disabled, because of injury or sickness, from performing the duties of his/her occupation in accordance with coverage currently in effect. Eligibility for benefits shall not be extended to absences resulting from injury or illness where the employee is not wholly and continually disabled (e.g., period during which a physician recommends a lightened schedule).

For twelve (12) month employees, the coverage to be provided under the program shall be determined on the basis of two-thirds (2/3) of an employee's weekly salary (hours scheduled to work per week times base salary rate), commencing fifteen (15) days after the expiration of such employee's sick leave.

For ten (10) month employees, the coverage to be provided under the program shall be determined on the basis of two-thirds (2/3) of the employee's per diem, commencing fifteen (15) days after the expiration of such employee's sick leave. Employees will only be paid for missed workdays. No short-term disability payments will be made during the summer or during school breaks.

For individuals on short-term disability income, the District shall maintain District benefits for a period of time equal to the lesser of the employee's length of service with the District or twelve (12) months except that after twelve (12) weeks on short-term disability, the employee shall be required to pay one-half (1/2) of the premium cost for medical and dental dependent premiums in addition to the employee's required share for employee only benefits.

e. **Life Insurance**

Coverage shall be provided in accordance with coverage currently in effect. The life insurance benefit shall be equal to one and one-half (1 ½) times the employee's base annual salary rate (number of student days times base per diem salary rate).

f. **Post-Retirement Insurance**

An employee who meets Act 43 requirements shall be permitted to maintain hospitalization coverage at the actual equivalency rate charged to the District by the insurance carrier. Retirees eligible for continuation of group coverage in accordance with Act 43 include those who satisfy at least one (1) of the following requirements:

1. Took superannuation (normal) retirement
2. Retired with thirty (30) years of service
3. Receiving PSERS disability benefits

The continuation of coverage is allowed until the retiree becomes eligible for Medicare benefits (usually at age 65) or until they are covered by another group health insurance plan. The cost of the continuation of coverage is equal to the total plan premium, plus a 2% administrative fee.

Section 4. WAGES

Salaries and wages are detailed in Appendix "A" and "B" attached hereto and made a part of this Agreement

Pay periods shall be semi-monthly with Direct Deposit required by employees. The date of step movement for bus drivers will be July 1 of each contract year.

ARTICLE 7 - RESTRICTION ON SUBCONTRACTING TRANSPORTATION SERVICES

During the term of this Agreement the Board's right to subcontract at any time, in whole or in part, transportation services shall not result in the lay-off from employment of drivers employed as of July 1, 2025. However, should the student enrollment decline, the Board shall have the right to reduce the number of drivers in accordance with Article 5, Section 5-f.

As drivers retire/terminate, runs may be sent to a subcontractor. Remaining drivers may have the opportunity to bid on vacated runs first.

Additionally, should the District hire any drivers after June 30, 2025, said drivers shall have no job protection under Article 7 and may be laid off at any time.

ARTICLE 8 – PROBATIONARY PERIOD

All full-time employees shall serve on a probationary basis for the first ninety (90) days worked. If an employee is promoted, the employee shall serve an additional probationary period of ninety (90) days worked, during which the person may be returned to his/her prior position by the District or by his/her choice. The termination of employment at any time during the probationary period shall not be subject to grievance or appeal.

ARTICLE 9 – CONDITIONS OF EMPLOYMENT: 12-MONTH EMPLOYEES

Section 1. MECHANICS HOURS OF WORK AND OVERTIME PAY

- a. A full-time employee's regular work week shall consist of five (5) consecutive days with a scheduled starting and ending time.

A part-time employee's regular work week shall be determined by the Transportation Administration.

- b. Except as indicated in other sections of the Article and Section 1-C of Article 9, time and one-half shall be paid for all hours worked in excess of forty (40) hours per week. Time off for authorized paid leave shall be counted as hours worked for purposes of calculating overtime pay. Overtime shall be calculated based upon hours worked during each workweek (Sunday through Saturday) excluding sick leave.
- c. Work performed for snow removal or any employee holiday as outlined in Article 9, Section 3-B, shall be paid at the rate of twice an employee's regular hourly rate.
- d. An employee who is called to work for non-scheduled emergency overtime shall be paid for a minimum of two (2) hours at the appropriate overtime rate provided that such emergency overtime commences after the end of the employee's scheduled workday and three (3) hours or more before the employee's scheduled workday. When such emergency overtime work commences three (3) hours or less before the employee's scheduled workday, the employee shall be entitled to:
 - 1. Work straight through to the start of his/her scheduled workday. Compensation shall be paid for such overtime actually worked at the rate of one and one-half (1 ½) times his/her regular hourly rate; or
 - 2. Work the time required to properly "handle" the emergency. Compensation shall be paid for such overtime actually worked at the rate of one and one-half (1 ½) times his/her regular rate.
 - 3. Work the time required to properly "handle" the emergency and such time he/she so elects, up to the start of his/her scheduled workday. Compensation shall be paid for such overtime actually worked at the rate of one and one-half (1 ½) times his/her hourly rate. (This option allows the employee to take an unpaid meal break before the start of his/her regular workday).

- e. Except in an emergency, no employee shall be required to report to work within eight (8) hours of his/her regularly scheduled work time (excluding overtime). If in an emergency an employee is required to report to work within eight (8) hours of his/her last regular scheduled time (excluding overtime), such employee shall be entitled to overtime pay rates for the entire work period.
- f. Overtime shall be offered according to District seniority on a rotation basis. A record shall be maintained of all overtime worked or refused. A refusal by an employee shall cause the employee to move to the bottom of the overtime list.
- g. Except in an emergency, an employee shall be entitled to an uninterrupted meal period without pay.
- h. Rest Periods – A rest period of twenty (20) minutes per day scheduled by the administration shall be provided at each work location.
- i. The Lead Mechanic schedule must include four (4) hours of the second shift in order to be paid for shift differential.

Section 2. HOURS OF WORK, OVERTIME PAY AND SENIORITY – ALL FULL-TIME 12-MONTH EMPLOYEES

- a. Full-time employees' regular work schedule shall consist of 261 days per year/ up to eight (8) hours daily.
- b. Time and one-half shall be paid for work in excess of forty (40) hours per week. Overtime shall be calculated based upon hours worked during each workweek (Sunday through Saturday) excluding sick leave. There shall be no pyramiding of overtime. Time off for authorized paid leave shall be counted as hours worked for purposes of calculating overtime pay.
- c. Overtime work on any employee holiday as provided in Article 9, Section 3-B, shall be paid at the rate of twice the employee's regular hourly rate.
- d. The employee shall retain his/her seniority with the District and among the CDL bus drivers.

Section 3. VACATIONS AND HOLIDAYS: TWELVE (12) MONTH EMPLOYEES

a. VACATION

This vacation plan provides twelve-month employees paid time off in accordance with the length of service as a twelve-month employee. The vacation year is the fiscal year, July 1-June 30. Except as provided in Subsection 6, vacation entitlements are not earned during the fiscal year, but are earned only on the first day of the fiscal year, July 1.

- 1. Each eligible employee's vacation entitlement shall be based on the following schedule. A part-time twelve-month employee shall be entitled to pro-rated vacation.

Continuous Service By July 1 Of At Least	But Less Than	ENTITLEMENT
1 month	1 year	1 day for each complete calendar month to a maximum of 10 days
1 year	5 years	10 days
5 years	10 years	10 days plus 1 additional day for each year above five
10 years	15 years	15 days plus 1 additional day for each year above ten
15 years		20 days
20 years*		25 days*

****Applies only to employees hired prior to 1991***

2. Employees will receive their regular straight-time daily rate for approved vacation time off.
3. Vacation time may be taken any time during the fiscal year, July through June, subject to the prior approval of the Transportation Administration. Transportation Administration shall not unreasonably deny an employee's request for vacation, except during times of critical need such as state inspections, etc. Unused vacation up to a maximum of five (5) unused days shall be transferred to the following year.
4. Except as provided above for employees with less than one year of service as a twelve-month employee, an employee who has not been in full pay status for the entire preceding fiscal year shall receive a pro-rated vacation entitlement.
5. Holidays that fall within the approved vacation period shall not be considered part of the vacation.
6. An employee who retires or resigns, or the employee's beneficiary in the event of death, will be entitled to receive pay in lieu of all vacation time to which entitled at the time of such resignation, retirement, or death. Except in the event of the death of an employee, such entitlement shall not include a pro-rata vacation for the fiscal year in which the employee terminates unless such employee furnished the Board with written notification of termination thirty (30) days or more prior to the effective date of such termination. Such payments shall be made within thirty (30) days following their date of termination.

b. HOLIDAYS

1. Full-time employees shall be entitled to paid holidays designated by the School Board of Directors during the school year. The schedule of holidays shall be developed by the Board and the employees shall be notified as to the schedule of holidays prior to the start of each fiscal year.
2. A mechanic employee will be paid double his/her regular straight-time daily rate for each holiday worked provided the employee works his/her scheduled hours on the last regularly scheduled workday immediately preceding the holiday and on the first regularly scheduled

workday following the holiday, except if absence is approved pursuant to an established paid leave provision of this Agreement.

Section 4. ILLNESS AND DISABILITY

- a. On July 1 annually, full-time, twelve (12) month employees shall be credited with twelve (12) sick leave allowance days. Employees appointed after July 1 shall receive a pro-rated sick leave allowance on the basis of one day for each full month remaining in the work year.
- b. The unused portion of sick leave allowance shall accumulate from year to year without limitation and may be used as required.
- c. An employee who is injured on the job, and who is absent from work as a result, may use sick leave for any days that the employee is not receiving worker's compensation. The employee may not use sick days for any days for which he/she is receiving worker's compensation.
- d. Upon retirement, i.e. reaching superannuation at the time of retirement, from the District, employees will receive \$25.00 for each unused sick day up to 150 sick days.

Section 5. VACANCIES

- a. Employees in the Bargaining Unit shall be afforded an opportunity to apply for vacancies within the District for which they may qualify. The promotion of Bargaining Unit members to vacant positions classified at higher salary ranges are encouraged by the District. The District has the duty, however, to consider the best interests of the District and therefore reserves the right to fill any vacancy by appointing a new employee rather than promoting an existing employee.
- b. Whenever the District decides to promote an employee applicant from among employee applicants that the District judges in all respects to be equally qualified and suitable – such applicants shall be ranked by district seniority. Unless there are no other applicants for a position, an employee who is serving a probationary period shall not be eligible for a promotion until they have satisfactorily completed their probationary period.
- c. An announcement of each Bargaining Unit vacancy that is to be filled shall be posted. Such announcement shall state the position's title, salary rate, and work location.

Section 6. TRAVEL ALLOWANCE

Employees who are required to use their own means of transportation in the performance of their job will be reimbursed at the maximum Internal Revenue Service allowable rate.

Section 7. SENIORITY

Subject to the following conditions, seniority shall be determined by the date of an individual employee's latest period of continuous employment as Bargaining Unit employee as defined in Article 1 – Recognition.

- a. In the event two or more employees have the same seniority date, previous continuous total service as a regular part-time non-bargaining unit employee shall be used to break ties and determine a seniority rank for each employee.
- b. Seniority is broken whenever an employee retires, resigns, or is discharged for cause.

- c. Seniority is broken if an employee does not return from layoff within five (5) working days of the date on which recalled to active employment or having been laid off for one (1) year without being recalled.
- d. Seniority is broken if an employee is absent without authorization for five (5) days.
- e. Seniority lists shall be furnished to the Association by the District by September 30th of each school year. Such regular lists will be posted for ten (10) days and be subject to the grievance procedure.

Section 8. LAY OFF AND FURLOUGH

In the event of lay off or furlough the Board agrees to lay off or furlough the employee(s) with the least district seniority serving in the particular position classification. A position classification shall be defined as an hourly wage rate category as outlined in Appendix A & B, Section I, Wage Schedule.

In the event an employee subject to lay off or furlough was, immediately preceding the employment in the position classification from which he/she is being laid off or furloughed, employed in another position classification included within this Bargaining Unit, such employee should be reinstated to such former position classification and the employee with the least seniority in that position classification shall be subject to lay off or furlough. The salary or hourly rate for such reinstated employee shall not be decreased unless such employee's salary or hourly rate in the position from which he/she is furloughed is above the maximum salary or hourly rate for the position to which reinstated in which case said employee shall receive the maximum salary or hourly rate for the position to which reinstated.

Section 9. PERSONALLY OWNED TOOLS

All Automotive Mechanics are required to supply a complete set of journeyman's tools. Subject to the following, the District will replace such employee's personal tools that are lost by fire or theft or will reimburse such employee for such loss.

- a. Only personal tools that are stored at the garage and are lost due to fire at the garage and/or theft involving illegal breaking and entering at the garage are covered.
- b. Each employee must maintain an up-to-date listing of all personal tools stored at the garage or a photograph of same with sufficient detail to delineate the tools. One copy of this listing and/or photograph shall be filed with the Lead Mechanic and one copy shall be filed with the Transportation Administration.
- c. Annual Total Shoe and Personal Tool Allowance: \$1,000 effective July 01, 2025; \$1,200.00 effective July 01, 2027. Such allowances will be provided upon receipt, annually Receipts shall be submitted by May 31st annually with payment for qualified purchases provided on or before July 31st.

Section 10. PENNSYLVANIA BUS DRIVER'S LICENSE

Mechanics will be required to hold a Pennsylvania School Bus Driver's Endorsement. Mechanics will not normally be used as substitute drivers unless other personnel are unavailable.

ARTICLE 10 – MODIFICATION OF AGREEMENT

This Agreement shall not be modified except by written amendment duly ratified and signed by both parties that shall be physically attached to the official copies hereto.

ARTICLE 11 – SEPARABILITY

If any provision of this Agreement or any application of this Agreement to any employee group of employees is held to be contrary to law, then such provisions or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

ARTICLE 12 – NEGOTIATION OF SUCCESSOR AGREEMENT

The parties agree to enter into collective bargaining for a successor agreement no later than 180 days prior to June 30, 2029.

ARTICLE 13 – STATUTORY SAVINGS CLAUSE

Nothing contained herein shall be construed to deny or restrict to any part of this Agreement such rights as she/he may have under the Public School Code of 1949 as amended, or the Public Relations Act, Act 195, or other applicable laws and regulations. The rights granted to employees hereunder shall be deemed to be in addition to those provided elsewhere. Nothing contained herein shall be construed as permitting pyramiding of benefits.

ARTICLE 14 – GRIEVANCE PROCEDURE

The grievance procedure is attached as Appendix "C" and is made a part of this Agreement.

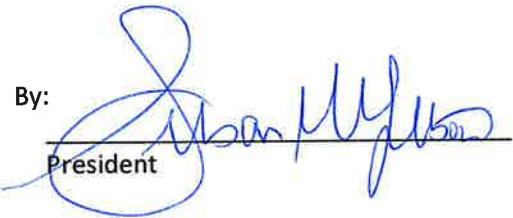
ARTICLE 15 - DURATION OF AGREEMENT

This Agreement shall be effective July 1, 2025 and continue in full force through June 30, 2029.

In witness whereof the parties have caused this Agreement to be signed by their respective officers and representative duly authorized as of the day and year first written above.

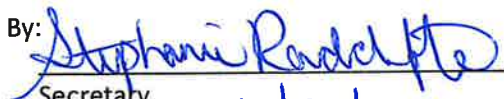
CENTRAL BUCKS SCHOOL BOARD

By:



President

By:



Secretary
11/20/2025

CENTRAL BUCKS TRANSPORTATION ASSOCIATION

By:



President

By:



Secretary

APPENDIX A – SALARY SCHEDULES

The wage rates for the classification covered by the Agreement shall be as follows:

1. RATE OF PAY

A. Bus Drivers

Position	Effective 7/1/2025	Effective 7/1/2026	Effective 7/1/2027	Effective 7/1/2028
Drivers having completed five (5) years of district service	\$29.16	\$30.33	\$31.54	\$33.43
Drivers with at least one (1) year of district service and up to five (5) years of district service	\$28.13	\$29.26	\$30.43	\$32.26
Drivers with less than one (1) year of district service	\$27.09	\$28.18	\$29.31	\$31.07

1. Instructors will receive a \$1.00 per hour differential.
2. Examiners will receive a \$2.00 per hour differential for time spent performing work as an examiner.
3. Drivers working as Dispatchers and Routers, excluding 12-month Dispatchers and Routers, will receive a \$2.00 per hour differential for time spent working in these positions which are as needed, subject to the discretion of Transportation Administration.

B. Van/ Drivers (Non-Bus Drivers)

Position	Effective 7/1/2025	Effective 7/1/2026	Effective 7/1/2027	Effective 7/1/2028
Van/Drivers (Non-Bus Drivers)	\$23.63	\$24.58	\$25.56	\$27.09

2. EXTRA DUTY, EXTRA PAY

- A. Bus Cleaning- Drivers are expected to keep their bus clean at all times. Drivers are required to broom sweep their buses on the last day of school in preparation of the annual cleaning. The annual cleaning of buses shall be considered an extra bid assignment with drivers compensated at their regular hourly drivers' rate to a maximum of six (6) hours per bus and five (5) hours per van. Bus washers shall be compensated at their regular hourly drivers' rates.
- B. Emergency Shutdown -Drivers will be paid a minimum of one (1) hour for reporting to work if school is closed for any reason. If the driver has started his/her run and has to terminate, he/she will be paid for two (2) hours minimum.

3. CERTIFICATIONS AND TRAINING

- A. CDL Certification-Drivers who successfully complete training and have or receive CDL certification will be paid One Thousand Dollars (\$1,000.00) in the pay period following the first anniversary of their effective hire as a school bus driver.
- B. Drivers will be paid normal hourly rate for required training.
- C. CDL drivers will be reimbursed, upon presentation of a receipt, for the difference in cost between a regular license and a CDL license. Mechanics will be reimbursed for fees required for an inspection license and/or a CDL endorsement.
- D. Van drivers will be paid by the hour, at van/non-bus driver rate, for pre-employment training to a maximum of twenty (20) hours.

4. DRIVER/ INSTRUCTOR

- A. Pennsylvania School Bus Certified person assigned to train and qualify new drivers to become CDL qualified or ascertain if van qualified.
- B. Pennsylvania School Bus Certified person assigned to re-certify current school bus drivers.
- C. Vacancies - Vacancies for a driver/instructor, may be filled by bargaining unit or non-bargaining unit employees, subject to the sole discretion of Transportation Administration. Such decision shall not be subject to the grievance procedure.

5. EXAMINERS (DRIVER/DISPATCHER/ROUTER/MECHANIC)

- A. Pennsylvania Certified Third Party Examiner assigned to examine new drivers to become CDL qualified.
- B. Examiner Vacancies – Vacancies for examiners may be filled by bargaining unit or non-bargaining unit employees, subject to the sole discretion of Transportation Administration. Such decision shall not be subject to the grievance procedure.

APPENDIX B - SALARY SCHEDULES

MECHANICS

Each employee shall be paid at the rate established for the position classification in which employed.

1. Base Salary Rates Hourly rates:

Position	Effective 7/1/2025	Effective 7/1/2026	Effective 7/1/2027	Effective 7/1/2028
Automotive Mechanic (pre 91), Dispatcher, Router	\$34.30	\$35.67	\$37.10	\$39.33
Automotive Diesel Mechanic A	\$39.55	\$41.13	\$42.78	\$45.35
Automotive Diesel Mechanic B	\$37.85	\$39.36	\$40.93	\$43.39
Lead Mechanic	\$42.09	\$43.77	\$45.52	\$48.25

- A. For the term of this agreement, mechanics shall be compensated at 1.5 times their regular hourly rate to a maximum of 20 hours per mechanic for the duration of the contract for all required training necessary to secure or maintain appropriate school bus driver certification. In addition, the School District shall reimburse the mechanics, upon successful completion of certification, all required fees and wages due within the next pay cycle following board approval. Mechanics will be reimbursed for fees required for an inspection license and/or a CDL endorsement.

2. Salary Schedule Footnotes

- A. All new employees shall serve on a probationary basis for the first ninety (90) days worked. The termination of employment at any time during the probationary period shall not be subject to grievance or appeal.
- B. Promotions
1. A full-time employee who is promoted to a higher position classification shall serve in such new position classification on a probationary basis for ninety (90) days worked.
 2. A promoted employee may, during the first sixty (60) days of his/her probation, opt to return or may be returned by the District to his/her former position. Other employees affected by the above shall also be returned to their former positions. For the purpose of this section, position shall be defined as the same building, pay grade and shift.
 3. A promoted employee who does not satisfactorily complete the probationary period in the new position classification at the previous wage rate shall be entitled to return to his/her former position classification at the previous wage rate. If no positions are available, then the employee shall be assigned to any position within his/her position classification until such time as a vacancy occurs. Such termination of employment in the new position classification shall not be subject to grievance or appeal.
 4. A mechanic who is directed to drive a bus on any run will be reimbursed his/her regular hourly rate or the driver hourly rate, whichever is higher.

APPENDIX C - GRIEVANCE PROCEDURE

1. Definitions

A "grievance" is a complaint by an employee or a group of employees that there has been a violation, misinterpretation, or misapplication of the terms of this Agreement.

A "claimant" is the employee, or group of employees, alleging a grievance.

Any complaint that there has been a violation, misinterpretation, or misapplication of any statute or the administrative regulations thereof shall not be subject to the grievance procedure.

2. Procedures

The parties agree that every effort will be made to resolve all such problems through oral discussion with immediate supervisors and/or administrative staff.

A. Level 1

Any employee who believes he/she has a grievance shall reduce such grievance to writing on a form agreed to by the parties and shall submit such grievance in writing to the Director of Human Resources within fifteen (15) working days of the act upon which the grievance is based. The Director of Human Resources and/or the Chief Financial Officer shall meet with the aggrieved and a representative of the Association within ten (10) working days following receipt of the written grievance. The Director of Human Resources or Chief Financial Officer shall respond to the grievance in writing within ten (10) working days after such meeting.

B. Level 2-Superintendent

If action is taken at Level 1 fails to satisfactorily resolve the grievance, the grievance may be submitted in writing by the aggrieved to the Superintendent within eight (8) working days of the employee's receipt of the written response pursuant to Level 1. The Superintendent shall meet with the aggrieved and a representative of the Association within eight (8) working days following receipt of the written grievance and shall respond to the grievance within ten (10) working days after said meeting.

C. Level 3 -Board of School Directors

If action taken at Level 2 fails to satisfactorily resolve the grievance, the grievance may be submitted in writing, by the aggrieved to the Board within five (5) working days of the employee's receipt of written response pursuant to Level 2. The Board shall meet with the aggrieved and a representative of the Association within twenty-five (25) days following receipt of the written grievance and shall respond to the grievance, in writing, within five (5) working days after said meeting. A copy of such written response shall be forwarded to the President of the Association.

D. Level 4 -Arbitration

If the Association is not satisfied with the disposition of the grievance at Level 3, it may within five (5) working days after receipt of the Board's response, initiate arbitration pursuant to Section 903 of Act 195, Public Employee Relations Act.

E. Miscellaneous

1. Forms for filing grievances shall be prepared jointly by the Board and the Association and given appropriate disposition so as to facilitate operation of the grievance procedure.
2. Meeting and hearings - All meetings and hearings under the procedure shall not be conducted in public and shall include only the parties and their representative heretofore referred to in this article.
3. Non-Forfeiture Clause - Failure to process a contractual violation by any member of the bargaining unit shall not constitute an acceptance of any conditions of practice under this Agreement.
4. If for any reason the respondents fail to meet the deadlines specified, the grievance may proceed to the next level. Time limits may, however, be extended by mutual consent.