

BCA
1A
7:03pm
5/28/26

SKPS [Transportation sub-committee recommendation]

May 28th, 2026

6:33 pm

ARTICLE 28

TRANSPORTATION ASSIGNMENTS

A. Definitions

For purposes of Article 28, the following definitions apply:

1. "Activity runs" means bus runs necessary to transport students outside of established school bell times.
2. "Additional duties" means regular assigned work, other than trips or driving routes, needed for efficient transportation operations. Example of work includes, but is not limited to, fueling, seat repair, video installation, water buckets and garbage, vehicle shuttling, detail, vehicle inspections, lot clean up, placement and retrieval of banner buses.
3. "Midday routes" means routes occurring between established school bell times and not specifically tied to a regular bus route.
4. "Regular route" means the am / pm bus route necessary to transport students from home to school and school to home at established school bell times.
5. "Route package hours" means the average number of planned work hours per day during a standard five (5) day work week work week. Route package hours includes all time for regular routes, midday routes, activity runs, and additional duties.
6. "Run" means a single complete trip a bus makes, either picking up students in the morning (AM run) or dropping them off in the afternoon (PM run), following a specific, pre-planned sequence of streets and stops from start to finish, often involving multiple distinct locations. segment of a route picking up or dropping off students following a specific, preplanned sequence of streets and stops from start to finish, often involving multiple distinct locations.

7. "School bus driver" means a driver who improves student achievement by safely operating District school buses for the purpose of transporting students over scheduled routes to and from school and to and from District-sponsored events and activities.
8. ~~7.~~ "Special programs driver" means a driver who improves student achievement by transporting students safely to and from school involved in programs for developmentally delayed, physically impaired, bilingual students, teen mothers, or students involved in special programs.
9. ~~8.~~ "Standby driver" means a bus driver who is regularly employed by the District, not assigned to a route, but has a standby assignment.
10. ~~9.~~ "Summer work" means regular assigned work needed for efficient transportation operations. Examples of work include, but are not limited to, routes, trips, fueling, seat repair, video installation, water buckets and garbage, vehicle shuttle, detail, vehicle inspections, lot clean up, placement and retrieval of banner buses.
11. ~~10.~~ "Type 10 van driver" means a driver who operates vehicles, with up to nine ~~(9)~~ passenger capacity (plus driver), safely and efficiently to assigned locations along designated route (inside and outside District boundaries), transporting students, staff, parents, and caregivers to and from school and special events.
12. ~~11.~~ "Utility driver" means a bus driver who is regularly employed by the District, but who is assigned a route based on District need.
13. ~~12.~~ "Vacant route" means:
 - a. The driver who originally bid on the route is no longer available to drive that route (other than a driver on an approved leave),

- b. There is a change to all routes due to school boundary or bell time changes, or
- c. A route that has been newly created.

14. "Trips" Work means: transportation of students and/or staff for the purpose of curricular or extracurricular activities and scheduled for more than two hours.
— Trip Work includes any transportation assignment outside a driver's regular route, including but not limited to athletic trips, field trips, after-school activities, and special events.
— Trips will be greater than two (2) hours in length.
c-a. Trip Work is bargaining unit work and shall not be subcontracted unless no qualified bargaining unit member is available.

15. Shuttles Work means transportation of students and/or staff for the purpose of curricular or extracurricular activities and scheduled for two hours or less.
— Shuttle Work are assignments with destinations inside and outside the district and generally outside of normal route hours.
d-a. Shuttles will be less than two (2) hours in length.

B. Bidding and Route Assignments

1. All current bus drivers will have the opportunity to bid by seniority on all routes for which they are qualified during the District scheduled bidding periods.
2. If all routes become vacant because of District wide school boundary changes or District wide bell times, a full bid will take place in August prior to the start of the school year in which the changes take effect.
 - a. Announcement for a need to vacate all routes will be made by the end of May prior to the changes taking effect.
 - b. Driver classification will be frozen at the end of the year. Drivers who wish to change to a new classification will notify the Operations Manager during the June checkout for the August bid.

- c. One ~~(1)~~ bid will be held; however, drivers may only bid on routes for their qualification as established at the end of the previous school year.
- d. Drivers must select a regular route or standby assignment. Additionally, drivers may select a midday route, activity route, or additional duty assignment to create their route package hours. Route package hours may not exceed ~~eight (8)~~ ~~ten (10)~~ ~~eight~~ hours at the time of bid.
- e. Drivers who are not present for the bidding process will be assigned a route following established procedure. ~~by the Director of Transportation or their designee.~~

~~3. All routes will become vacant at the end of the 2023-2024 school year. A bid will take place prior to the 2024-2025 school year as outlined in Section B.2.~~

3. Route package hours may be assigned to a utility driver when the regular driver is on a long-term leave.

4. Requests to change a driver's route outside of the bid process may be made and approved by the Director of Transportation or designee if there is significant reason for the change that also meets the needs of students or the District.

5. Drivers working during scheduled recess periods will be able to use leaves in accordance with Article 10 of this Agreement.

6. Type 10 Van Drivers will have a separate bid from bus drivers, but will follow the same process outlined in Section B of this Article.

7. At the start of each school year ~~at initial bid~~ all drivers will be given options to choose a bus based on route need and seniority.

8. Vacant routes or additional duties will be posted for a minimum of five ~~(5)~~ days for drivers to bid. Bidding will be managed to minimize overtime.
 - a. If, after five ~~(5)~~ days, one ~~(1)~~ or more qualified drivers has bid on the route or assignment, the route or assignment will be awarded to the most senior driver. Route package hours may not exceed ~~eight (8)~~ ten hours at the time of bid. ~~if required to meet operational need.~~
 - b. If, after five ~~(5)~~ days, no qualified bus drivers bid on the route or additional duty, then the route or additional duty will remain available for bid and be assigned to a driver to meet the operational needs of the district.
 - c. If, after five ~~(5)~~ days, the only qualified drivers who bid on the route or additional duty have route package hours that would result in overtime, then the route or additional duty will remain available for bid and be assigned to a driver to meet the operational needs of the District. If there is no option to assign the route without overtime, it will be assigned in a way to minimize overtime.
 - d. Evaluating route package hours for overtime will only occur when bidding a route. If, through route changes, a driver's route package hours exceed ~~eight (8) ten (10)~~ ten ~~eight~~ hours a day, the driver will not be asked to reduce other parts of their route package hours.
 - e. Any driver that bids on a route affirms acceptance of the route should they be the most senior, qualified, bidder.
9. Summer work is not subject to bid and will be assigned by the Operations Manager based upon prior summer work experience and availability.

C. Training

Training opportunities will be provided to any driver to qualify and/or remain qualified for a bus driving certificate allowing them to drive any bus in the fleet or for their drivers' license update or renewal.

D. Special Programs Drivers

Selection of special program drivers will be made on the basis of seniority according to one's qualifications for the position. Drivers will be given an opportunity no less than once a year to indicate an interest in being appointed a special program driver. Selection decisions made by the District relating to an individual's qualifications for a position shall not be subject to arbitration. Drivers not chosen for special program positions will, upon request to the Transportation supervisor(s), be provided with an explanation of the selection decisions.

E. Standby Drivers

1. Available standby positions will be posted and ~~any driver~~ **drivers may bid on the assignment in accordance with section B of this article. any driver with at least one (1) three (3) years or equivalent experience acceptable to the Transportation supervisor may apply o in district experience to qualify to be a standby driver.** The most senior driver who applies and meets the criteria listed below will be offered the standby position. Any driver more senior than the chosen driver may request an explanation as to which of the criteria the senior driver failed to meet. A new standby driver must serve a probationary period of 60 ~~(sixty)~~ school days as a standby driver. During that probationary period, either the driver or the District may elect to return the driver to their driving assignment in their previous area with at least the same route package hours as the driver held prior to accepting the standby job. Temporary standby positions can be established for up to 45 ~~(forty-five)~~ days, after which the standby positions will be posted and filled according to the criteria listed below.
2. Those selected for standby positions must meet the following criteria:

a. One year, or equivalent experience, operating a school bus.

a.b. Good attendance and punctuality history.

b.c. Demonstrate a willingness and ability to drive all District buses.

c.d. Demonstrate a willingness and ability to operate and/or secure all Specialized Transportation equipment, including student mobility and support materials.

d.e. Demonstrate the ability to describe a path of travel the bus would use between two ~~(2)~~ designated locations.

f. Demonstrate the ability to drive a bus following written run directions over a designated course within prescribed timelines.

e.g. Stand-by drivers will be performing yearly competency tests.

3. Stand-by drivers will receive a ~~four percent (4%) twelve percent (12%) four percent~~ differential ~~plus one percent (1%) additional differential each year, not to exceed twenty percent (20%) total differential.~~

F. Trip and Shuttle Assignments

1. Trip driver assignments may be posted and bid on in accordance with section B of this article.

a. Trip driver assignments will be temporary and posted with an end date.

a.b. At the end of the temporary assignment, the driver will be returned to their route.

c. Trip drivers must be qualified to drive all buses to all destinations and trained in the proper use of all safety equipment.

b.2. Rules governing trip and shuttle assignments will be made available to drivers upon request.

3. Trips will be assigned to drivers with the following priority in mind:

a. Trip drivers who have accepted the assigned position, with the goal of achieving 30 hours per week.

a.b. Other drivers, based on seniority rotation, with separate lists for regular, overnight and mountain trips.

2-4. Shuttle assignments will prioritize route drivers with the goal of achieving 30 hours per week.

3.5. Trips will be divided as equitably as possible among all current bus drivers in order to provide an opportunity for all drivers to attain a 30 (thirty) hour week schedule. Trip assignments are subject to the provisions of Article 14, Rates of Pay, Subsection E, related to overtime.

4.6. Rules governing trip and shuttle assignments will be made available to drivers upon request.

a. Trips are defined as those driving duties transporting students and/or staff for the purposes of curricular and non-curricular activities. Trips will be greater than two (2) hours in length.

b. Shuttles are generally scheduled for two (2) hours or less both within and outside the District.

c. An emergency assignment is defined as a request for a trip with less than 24 (twenty-four) hours' notice and a trip assigned to a driver with less than 24 (twenty-four) hours' notice.

5.7. Bus drivers who lose time off the route package hours and sign up for trips and shuttles will be given preference for trip assignments until the lost time is made up.

6.8. Overnight Weekend Trips

a. On weekdays, including Friday, of an overnight trip, drivers will not earn less than their route package hours.

b. Trip hours which extend through the weekend including Saturday and Sunday will be calculated as follows:

i. When Saturday is not the last day of the trip, drivers will be paid for eight (8) hours or the actual hours worked if over eight (8).

ii. If Saturday or Sunday is the last day of the trip, drivers will be paid only for hours actually worked.

c. Mountain Trips: A separate sign-up sheet will be held for drivers who are willing to drive to the mountains or over the mountains to Central Oregon.

1. Establishment of Trip Driver Classification:

a. The District shall establish a classification titled "Trip Driver" for the purpose of providing transportation for extracurricular, athletic, field trip, and special event assignments ("Trip Work").

b. The creation of the Trip Driver position shall not diminish, restrict, or eliminate the rights of current Bus Drivers to perform Trip Work based on seniority.

2. Trip Work is bargaining unit work and shall not be subcontracted unless no qualified bargaining unit member is available.

3. Posting and Bidding of Trip Driver Positions:

a. Trip Driver positions shall be a biddable position in accordance with Section B of this Article.

b. No employee shall be involuntarily reassigned to the Trip Driver position. Trip Driver position shall be paid at the same range as Bus Drivers.

c. — Trip Drivers shall accrue seniority in accordance with the collective bargaining agreement.

4. — Compensation and Working Conditions:

a. — All time spent on pre-trip inspections, post-trip inspections, fueling, layover time, and required supervision shall be paid.

b. — Overnight trips shall include:

i. — District-provided single-occupancy lodging.

ii. — Per diem for meals and incidentals.

5. — Minimum Guarantees and Cancellations:

a. — Drivers assigned to Trip Work shall receive a minimum of two (2) hours pay per trip.

i. If a trip is canceled with less than 24 hours' notice, the assigned driver shall receive the minimum guarantee in item a above.

ii. — If a driver reports for a trip and the trip is canceled on site, the driver shall receive full pay for the scheduled duration of the trip.

b. — Overnight Weekend Trips:

i. — On weekdays, including Friday, of an overnight trip, drivers will not earn less than their route package hours.

ii. — Trip hours which extend through the weekend including Saturday and Sunday will be calculated as follows:

1. — When Saturday is not the last day of the trip, drivers will be paid for eight (8) hours or the actual hours worked if over eight (8).

2. — If Saturday or Sunday is the last day of the trip, drivers will be paid only for hours actually worked.

c. — Mountain Trips: A separate sign-up sheet will be held for drivers who are willing to drive to a destination within or over a mountain range.

6. — Rest and Safety Requirements:

a. — Drivers shall receive a minimum of 8 consecutive hours of rest between assignments.

b. — No driver shall be required to exceed state or federal hours-of-service limits.

c. — A driver may decline a trip if accepting it would violate rest or safety requirements without penalty or job action.

7. — Trip Assignments:

a. — Trips will be prioritized to Trip Drivers before Bus Drivers with a goal of first ensuring that all drivers get a minimum of 30 hours per week.

b. Drivers interested in Trips, who have attended the Trips class, will be put on a rotating list based on Seniority, and offered Trips after Trip Drivers have been scheduled out to at least 30 hours.

8. Shuttle Assignments

a. Shuttles will be prioritized to Bus Drivers before Trip Drivers with a goal of first ensuring that all drivers get a minimum of 30 hours per week.

b. Drivers interested in Shuttles, who have attended the Trips class, will be put on a rotating list based on Seniority, and offered Shuttles after Bus Drivers have been scheduled out to at least 30 hours.

9. Protection of Existing Rights:

a. The establishment of the Trip Driver classification shall not:

i. Reduce the hours, routes, or seniority rights of Regular Bus Drivers.

ii. Create a two-tier wage system.

iii. Be used as a method of discipline, reward, or retaliation.

10. Grievance Rights: Any dispute regarding trip assignments, seniority rotation, or classification rights shall be subject to the grievance procedure.

11. Bus drivers who lose time off the route package hours and sign up for trips and shuttles will be given preference for trip assignments until the lost time is made up.

12. Shuttles:

a. Shuttles are generally scheduled for two (2) hours or less both within and outside the District, and generally outside of normal route hours.

b. Shuttles will be prioritized to Bus Drivers before Trip Drivers with a goal of first ensuring that all drivers get a minimum of 30 hours per week.

G. Establishing Seniority

1. All bus drivers are credited with current seniority.
2. There will be no loss of seniority when moving between the classifications of bus drivers (school bus driver, standby driver, special program driver, and utility driver).
3. Seniority lists for bus drivers will be updated and posted quarterly. The list will also indicate what qualifications the driver has for the various classifications. (school bus driver, special programs driver, stand-by driver, utility driver).

H. Driver Clock and Reporting Time

1. Drivers who have completed their driving assignment and related duties at any point during the workday must sign off the time clock upon returning to the Transportation center. If there is less than 15 ~~(fifteen)~~ minutes before their next assignment begins it is not necessary to sign off the time clock.
2. Bus drivers who report for scheduled trips on school days that are subsequently canceled shall receive reporting time pay of two ~~(2)~~ hours at their regular rate of pay.
3. Bus drivers who report for scheduled trips on non-school days that are subsequently canceled, shall receive reporting time pay of two ~~(2)~~ hours at their regular rate of pay. Bus drivers who are not notified of such a cancellation prior to the close of the previous business day (5 p.m.) for which they did not report, shall receive one ~~(1)~~ hour at their regular rate of pay.
4. Bus drivers who report at their regular time on a day when the District closes school, will receive one ~~(1)~~ hour at their regular rate of pay or their actual time worked, whichever is greater.
5. Bus drivers who report at their modified time due to a 2-hour delay when the District closes school, will receive one ~~(1)~~ hour at their regular rate of pay or their actual time worked, whichever is greater.

6. Overnight weekend trips

- a. On weekdays, including Friday, of an overnight trip, drivers will not earn less than their route package hours
- b. Trip hours which extend through the weekend shall be calculated as follows:

I. When Saturday is not the last day of the trip, drivers will be paid for eight hours or the actual hours worked if over eight.

5.ii. If Saturday or Sunday is the last day of the trip, drivers will be paid only for the hours actually worked.

I. Insurance for Transportation Employees

1. Transportation employees* who meet the minimum number of work hours (described below in Section I.1.a-d) shall qualify for the full insurance package for the next pay period as if they were assigned six ~~(6)~~ hours.
 - a. The minimum number of work hours to qualify is established for the month by multiplying the number of workdays available times six ~~(6)~~. Days in which an employee is on paid leave will not count as a day available. Employees assigned to more than four ~~(4)~~ hours on their route package hours but less than six ~~(6)~~ who accrue the minimum number of work hours would qualify.
 - b. Employees who qualify under the criteria in Section I.1.a above during every month of the school year from October through June shall receive insurance benefits during the summer as if they had been assigned six ~~(6)~~ hours on their route package hours.
 - c. Employees who qualify for full insurance benefits in June but who fail to qualify for full summer benefits under the annual provision in I.1.b above would receive September's full insurance package.
 - d. Employees covered by this provision may not switch insurance packages once one ~~(1)~~ is selected for the year.

** To include drivers, driver trainers, fuelers, dispatchers, routers, fleet service personnel and office clericals.*

J. Fleet Services Mechanic Series

1. Certification: All Mechanic-Technicians are required to hold an Automotive Service Excellence (ASE) Certification and are required to maintain such certificate including renewing the certificate in a timely manner. The District will reimburse through the tuition reimbursement program any fees required to prepare for a test and if a fee is charged for a test, the District will cover the cost of the fee for the successful passing of the test. If the Mechanic-Technician fails to maintain the certification, the employee may be demoted or dismissed at the District's discretion.
2. Mechanics, mechanic technicians, lube mechanics, and lead mechanics will each have ~~two thousand dollars~~ \$2,000 a year available for the purpose of reimbursing the purchase of their own professional grade tools or replacement tools required for performing their assigned duties within the Transportation Department. To be eligible for reimbursement, the tool purchase must be pre-approved by ~~the Director of Transportation or the Director of Transportation's designee~~ the designated Transportation Department administrator.
3. The tools that are reimbursed by the District will become the property of the employee.

K. Driver Follow Up Response Supervisor Support

1. ~~Field Coordinators will be available to drivers during scheduled and consistent hours, covering times when drivers are reporting to work and returning from route.~~
2. ~~Drivers will fill out a follow up form to give to a Field Coordinator during the meeting.~~
3. ~~Field Coordinators will have three business days to respond to the driver.~~

about the Concern(s), in writing on the Follow Up Form.

4. If a drivers Field Coordinator is unavailable for an extended period (longer than two 2 days) of time then a different Field Coordinator will be assigned to cover these responsibilities.

Transportation will establish procedures that identify each employee's supervisor. The procedure will provide for communication when a employee's supervisor changes, and include a contingency in case the initial supervisor is unavailable and will provide pathways to other supervisors or administrators for urgent needs.