



WENTZVILLE
SCHOOL DISTRICT

TRANSPORTATION HANDBOOK

2026-2027

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Table of Contents

<u>SAFETY EXPECTATIONS.....</u>	<u>4</u>
<u>1. Assigned Seats on School Buses.....</u>	<u>4</u>
<u>2. Electronic Personal Communication Device Use on the Bus.....</u>	<u>4</u>
<u>3. Child Finder Equipment.....</u>	<u>4</u>
<u>4. Hotlining and Reporting Student Neglect or Abuse.....</u>	<u>4</u>
<u>5. Kindergarten Student Drop-Off.....</u>	<u>4</u>
<u>6. Accidents.....</u>	<u>5</u>
<u>7. Incidents.....</u>	<u>6</u>
<u>8. School Bus Fire.....</u>	<u>6</u>
<u>9. Traffic Violations/Tickets.....</u>	<u>6</u>
<u>EMPLOYEE EXPECTATIONS.....</u>	<u>7</u>
<u>1. Bus Driver and Aide Expectations.....</u>	<u>7</u>
<u>2. CDL Testing.....</u>	<u>7</u>
<u>3. Annual Mobility Testing.....</u>	<u>7</u>
<u>4. Mandatory Training.....</u>	<u>8</u>
<u>5. Random Drug Testing.....</u>	<u>8</u>
<u>DRIVER & AIDE SENIORITY.....</u>	<u>9</u>
<u>1. Seniority.....</u>	<u>9</u>
<u>2. Seniority (Extra-Duty Driving).....</u>	<u>9</u>
<u>3. Seniority (Extra-Duty Non-Driving).....</u>	<u>10</u>
<u>EMPLOYEE COMPENSATION AND BENEFITS.....</u>	<u>11</u>
<u>1. Hours of Work.....</u>	<u>11</u>
<u>2. Mandatory Extra-Duty.....</u>	<u>11</u>
<u>3. Meetings with Transportation Administration/Staff.....</u>	<u>11</u>
<u>EVALUATION OF EMPLOYEES.....</u>	<u>12</u>
<u>1. Driver/Aide Evaluations.....</u>	<u>12</u>
<u>ELECTRONIC PERSONAL COMMUNICATION DEVICE USE - DISCIPLINE PROCESS.....</u>	<u>13</u>
<u>1. Electronic Personal Communication Device Use on the Bus - Disciplinary Procedure.....</u>	<u>13</u>
<u>SCHOOL BUS ROUTE SELECTION.....</u>	<u>15</u>
<u>1. Definition.....</u>	<u>15</u>
<u>2. Displaced Driver/Aide.....</u>	<u>15</u>
<u>3. Driver Floaters and Substitute Drivers.....</u>	<u>15</u>
<u>4. School Bus Route Selection.....</u>	<u>15</u>
<u>5. School Year Routes and Out-of-District Routes, Selection Procedure.....</u>	<u>15</u>

6. Out-of-District Routes (OOD).....	16
7. ESY Routes, Selection Procedure.....	17
FIELD / ACTIVITY TRIPS.....	18
1. General Procedures.....	18
2. Work Days Exceeding Twelve Hours.....	19
3. Selection Procedures.....	19
4. Field/Activity Trip Compensation.....	21
INDEX.....	22

SAFETY EXPECTATIONS

1. Assigned Seats on School Buses

All students will have an assigned seat on their school bus. Drivers are expected to submit a completed seat assignment to the S&T department within 3 weeks of the start of school. Drivers will keep the current seating chart on the clipboard. The driver will be responsible for creating and maintaining a seating chart.

2. Electronic Personal Communication Device Use on the Bus

- a. Drivers/aides may use an electronic personal communication device during break times and between routes when there are no students on the bus, and should follow all state and federal laws. Drivers shall not use any electronic personal communication device while operating the bus, this is to include wireless headphones. Drivers and aides are permitted to use an electronic personal communication device to communicate with the Transportation Department when two-way radio communication is unavailable. See Electronic Personal Communication Device Use on the Bus Disciplinary Procedure.

3. Child Finder Equipment

Each driver/aide will walk to the back of their bus to look for students, lost items, and damage after completing the last stop of that route segment, i.e., high school/middle school, elementary school, early childhood, tech, field trips, horizons, etc., or at any time students have ridden the bus.

4. Hotlining and Reporting Student Neglect or Abuse

Every driver/aide is a mandated reporter, required by law, to report all possible child abuse cases, according to District Policy 2710, Reporting Student Abuse. Driver/aide is required to report abuse to the Building Administrators as soon as possible.

5. Kindergarten and Early Childhood Student Drop-Off

The driver will release a kindergarten or early childhood student to an authorized person. If an authorized person is not present, the driver will notify the dispatcher via the radio and will return the child to their assigned school after their route.

6. Accidents

An accident is an unforeseen, unexpected, and unintentional event that typically results in physical injury, property damage, or loss. All school bus accidents that result in injury or damage to District or private property must be reported immediately to the Transportation Department. The driver/aide shall first call 911 when the accident results in physical injury to any driver, aide, or passenger on the bus. A written report of the accident must be filed with the Director of Transportation within 24 hours.

- a. In the event of a bus accident, the bus driver should take the following action:
 - i. Check for the possibility of fire. Use a fire extinguisher, if necessary. Evacuate the bus if danger exists.
 - ii. Survey the injured.
 - iii. Call Transportation dispatch over the radio and provide precise information, including location, injuries, etc.
 - iv. If it is necessary to evacuate the bus, see that all students are together and remain in a group. Do not release students without permission from law enforcement and the Transportation Administrator/Training Staff
 - v. Care for the injured. Use the first aid kit if needed.
 - vi. Begin documenting student names and any other passengers, and verify seating charts. All necessary paperwork should be in a packet at the front of the bus.
 - vii. Place safety reflectors on the road per CDL manual requirements.
 - viii. Cooperate fully with the investigating officers.
 - ix. Release information only to the investigating officers or to a Transportation Administrator/ Training Staff.
 - x. Remain at the scene until excused by law enforcement and the Transportation Administrator/ Training Staff.
 - xi. Children may not be released to anyone except a first responder (fire, police, ambulance, etc.) without permission from a Transportation Administrator/Training Staff or School Administrator.
- b. The safe operation of his/her school bus is the goal of every driver. Should an accident occur, it may be judged to be preventable or non-preventable. The Director of Transportation will determine if additional driver training is warranted to provide said driver with an opportunity to improve his/her driving skills. Recommended training will be considered mandatory, and the driver will be paid at his/her regular rate of pay.
- c. If disciplinary action is needed, the Progressive Disciplinary Procedure will be followed according to the 4894 union contract.
- d. Once a driver has an accident, they must complete the Post-Accident Refresher Course training within 10 business days.
 - i. Driver may be required to ride on a bus pending completion of the Post Accident Refresher Course.
- e. Failure to report an accident shall result in a 3-day unpaid suspension.

7. Incidents

When a school bus comes in contact with another object and the contact does not result in personal injury or property damage, such contact shall be deemed an incident. The driver will immediately report all incidents to Dispatch.

- a. The driver will file a written report of the incident with the Director of Transportation or designee within 24 hours. Incidents shall be investigated by the Director of Transportation or Designee, and upon completion of said investigation, any required refresher training will be determined.
- b. A driver's first such incident may be subject to the Progressive Disciplinary Procedure if the circumstances surrounding or causes of the incident violate Board of Education policy; if progressive discipline is not required, however, documentation of the incident will be placed in the driver's file for future reference purposes only.
- c. Failure to report an incident shall result in a 3-day unpaid suspension

8. School Bus Fire

In the event of a fire aboard a school bus, passenger safety is the driver's/aide's first priority. If immediate bus evacuation is called for, it should be completed quickly and safely. The driver/aide should then consider the following actions, as circumstances may dictate:

- a. Call 911 IMMEDIATELY.
- b. Report the fire to Dispatch IMMEDIATELY.

9. Traffic Violations/Tickets

- a. [Policy 4124](#) Transportation employees must notify their supervisors within 24 hours of any moving traffic violations or citations, not just convictions, that occur, whether or not on work time.

EMPLOYEE EXPECTATIONS

1. Bus Driver and Aide Expectations

A driver and/or aide is responsible for successfully managing their routes. The driver is responsible for the safe and proper operation of the school bus. The driver and the aide share the responsibility for the safe and proper management of students on the bus.

- a. Drivers will be required to use their tablets daily unless technical issues arise. Technical issues should be reported to the training staff. The purpose of proper tablet usage is to communicate route information to staff and parents.
- b. Drivers are responsible for maintaining accurate, up-to-date ridership reports. If a student does not ride for five consecutive days, a route concern report must be completed.
- c. Drivers and aides are responsible for clocking in and out accurately and in accordance with established procedures.
 - i. 5 missed clock-in or clock-out(missed punch) - Conversation
 - ii. 8 missed clock-in or clock-out(missed punch) - Verbal Reprimand
 - iii. 11 missed clock-in or clock-out(missed punch) - Written Reprimand
 - iv. 13 missed clock-in or clock-out(missed punch) - Suspension

2. CDL Testing

- a. Drivers shall have two (2) opportunities to pass the State CDL test with School Bus endorsement. Failing to pass after 2 attempts, the Transportation Department shall refer the employee to Human Resources for further instruction.
- b. Effective August 28, 2025, SCHOOL BUS ENDORSEMENTS (Sections 302.177, 302.272, and 302.735). Currently, driver's license applicants aged 70 or older seeking a school bus endorsement are required to renew their endorsed noncommercial driver's licenses annually rather than every 3 years, are eligible for waiver of the license renewal fee, are required to perform a school bus driver's skills test annually rather than every 3 years, and are required to renew endorsed commercial driver's licenses annually rather than every 3 years. This act increases, from 70 to 75, the age at which these requirements begin, and changes the annual requirements to biennial requirements.

3. Annual Mobility Testing

- a. Full-time and sub drivers/aides are required to successfully complete Annual Mobility Testing. This testing is required prior to route selection. Failure to pass Annual Mobility Testing shall result in the

employee not being able to select a route until at which time the employee passes. Once the employee passes the testing, the employee shall be placed back in seniority order to select an open route. This testing will be conducted before the beginning of each school year at the discretion of the Director of Transportation. A driver/aide shall have up to two (2) attempts to pass the Annual Mobility Test. If the employee fails the first attempt, the employee has up to five (5) work days to reschedule, complete, and pass the 2nd attempt. If the employee fails the 2nd attempt, the employee shall be referred to Human Resources for further directions. The employee shall be paid their regular hourly rate for the actual time required to complete testing.

- b. If an employee is absent from work for 30 or more work days, the employee shall be required to pass a mobility test before being placed on a route. If the employee fails to pass the test, the same rules as above apply.

4. Mandatory Training

- a. Drivers/aides are required to complete all annual mandatory training, including state/federal training and training required by the District's insurance carrier. Drivers/aides are required to continue their training throughout their employment. They will attend mandatory training classes. All mandatory training (classroom or online) will be paid at the driver's/aide's regular hourly rate.
- b. SPED routes require drivers/aides with exemplary skills and abilities, and they must complete additional training. The District shall provide additional training to drivers and aides assigned to SPED routes.
- c. All drivers/aides shall complete the Safety Department's Special Education Training before transporting students with special needs. All floaters and drivers/aides, with sitting sub-tasks included in their route, shall also complete this training as they may be temporarily assigned to a SPED route.
- d. Department/Safety meetings are necessary for effective communication between staff members and the administration. Discussion of policies, procedures, and information dissemination supports more effective operations. General department/safety meetings may be called by the Director of Transportation or Designee. Attendance at officially designated general department/safety meetings shall be considered mandatory. Department/Safety meetings will be limited to once a month.

5. Random Drug Testing

- a. Random Drug Testing will be conducted in accordance with Board Policy 4871 and Regulation 4871.
- b. When testing is complete, the transportation employee will return the

paperwork provided by the clinical staff to one of the administrative staff members available at the time of their return.

DRIVER & AIDE SENIORITY

1. Seniority

- a. System-wide driver/aide seniority (or Length of Service) shall be defined as the number of continuous years, months, and days of full-time employment in the District, dating from the Board of Education approval date for their position.
- b. If multiple drivers/aides are board-approved on the same date, their seniority will be determined by the date and time of their offer letter.
- c. Drivers and aides who achieve a service year milestone between January 1 and the end of the school year of the prior year or July 1 and December 31 of the current school year are eligible for the service pin recognition. Those meeting the milestone within the stated period will receive their service pin at the August Pre-Service Orientation Meeting of the current school year.
Service year milestones are recognized as key anniversaries of employment, such as 5, 10, 15 years, etc., that acknowledge the dedication and commitment of drivers and aides.
- d. When a driver becomes an aide, the new aide's seniority date becomes the date of the Board of Education approval for the new position. If an aide becomes a driver, their new seniority date will also coincide with the date of the Board of Education approval for the new position.
- e. When a full-time driver/aide retires and chooses to become a substitute driver/aide, they will transfer their original seniority date to the substitute list.
- f. Drivers/aides on paid or unpaid leave shall be considered to be in continuous employment.

2. Seniority (Extra-Duty Driving)

- a. Extra duty driving may include bus washing, snow removal, state inspections, cold start crew, and subbing on mid-day routes.
- b. The Extra Duty Driving seniority list will be organized from the fewest hours to the most hours, for example, from a 5-hour route to an 8-hour route. Drivers will be assigned extra duties based on their route times, in order of seniority.
- c. If a driver declines more than three (3) times within the school year, the driver will be removed from the Extra Duty Driving List.

3. Seniority (Extra-Duty Non-Driving)

- a. Extra-Duty Non-Driving duties may include jobs such as shop and office assistance, bus washing, etc.
- b. The Extra Duty Non-Driving seniority list will be organized from the

fewest hours to the most hours, for example, from a 5-hour route to an 8-hour route. Drivers and aides will be assigned extra duties based on their route times, in order of seniority.

EMPLOYEE COMPENSATION AND BENEFITS

1. Hours of Work

- a. Unit 8 employees shall have total route hour positions. Unit 8 shall have its hours of work based on Route Selection. The workweek shall be Monday through Sunday.
- b. Employees are expected to report to work on time and be prepared to complete their assigned route set as scheduled. Employees who arrive late are not permitted to make up missed time by extending their work at the end of their route set. Any time missed due to tardiness must be accurately recorded and covered using appropriate leave in accordance with district timekeeping and attendance policies.
- c. For drivers, if there is extra time between the end of the bus route and the end of the shift, drivers are expected to complete their shift by first attending to other assigned driving duties and then other assigned duties.
- d. For aides, if there is extra time between the end of the route and the end of the shift, aides are expected to complete their shift by completing other assigned duties.
- e. If a driver's route is collapsed or is reduced for any reason, the driver will first be assigned other driving duties to meet the required total hours for the position, and then any other assigned duties.
- f. If an aide's route is collapsed or is reduced for any reason, the aide will be assigned other duties to meet the required total hours for the position.

2. Mandatory Extra-Duty

Mandatory extra duties include, but are not limited to, orientation meetings, department/safety meetings, training, drug testing, annual physical, mobility testing, etc. All mandatory extra duties will be paid at the driver's/aide's regular hourly pay rate.

3. Meetings with the Transportation Administration/Staff

Whenever a driver/aide meets with the Transportation Administration or staff to discuss school business, the driver/aide will be paid at his/her regular hourly rate.

EVALUATION OF EMPLOYEES

1. Driver/Aide Evaluations

- a. Driver/aide evaluation shall be an ongoing process of open communication, which serves to assist, motivate, guide, and evaluate the driver/aide for the purpose of improving the quality of his/her performance and recognizing the significant role of the driver/aide within the District.
- b. If performance concern(s) during the school year could warrant an evaluation rating of less than satisfactory, the driver's/aide's supervisor shall discuss the concern(s) with the driver/aide when the concern(s) arise(s).
- c. An evaluation conference (i.e., 60-day, annual) shall consist of a face-to-face meeting between the driver/aide and the Director of Transportation or Designee.
- d. Upon arrival at the bus to conduct a ride-along evaluation, the administrator/trainer who conducts the evaluation shall notify the driver/aide that they are riding along to perform a performance evaluation. Within ten (10) working days after the evaluation, the administrator/trainer shall discuss the results of the evaluation with the driver/aide.

ELECTRONIC PERSONAL COMMUNICATION DEVICE USE - DISCIPLINE PROCESS

1. Electronic Personal Communication Device Use on the Bus - Disciplinary Procedure. IE to include wireless headphones

[Missouri State Statute 304.822](#)

The purpose of this system of progressive discipline for non-compliance with electronic personal communication device use on the bus is to ensure safe transportation for students, protect drivers/aides, and provide active supervision of students. This procedure is to inform drivers/aides of deficiencies in the performance of their duties or failure to follow the District's policy and to provide said drivers/aides with an opportunity to improve. The use of electronic personal communication devices, to include wireless headphones outside the parameters outlined in the "Electronic Personal Communication Device Use on the Bus" section will result in disciplinary action. This system shall be used on a per-incident basis. The disciplinary procedure shall be as follows:

- a. Step 1 - Five (5) Days of Unpaid Leave
A driver/aide who uses his or her electronic personal communication device beyond the parameters outlined in the "Electronic Personal Communication Device Use on the Bus" section will be recommended for an unpaid suspension of five (5) days.
- b. Step 2 - Ten (10) Days of Unpaid Leave
A driver/aide who uses his or her electronic personal communication device beyond the parameters outlined in the "Electronic Personal Communication Device Use on the Bus" section will be recommended for an unpaid suspension of ten (10) days if the driver/aide has previously received a Step 1 suspension for failure to follow the "Electronic Personal Communication Device Use on the Bus" procedure. A driver/aide who uses his or her electronic personal communication device and jeopardizes the safety of students in that action (e.g., is driving a bus, is neglecting children, or failing to have active supervision of students) will be elevated to Step 2 for the first offense.
- c. Step 3 - Suspension Pending Termination
Upon commission of the offense following a previous unpaid ten (10) day suspension, the immediate supervisor or designee may recommend that the driver/aide be terminated. The driver/aide will be

placed on suspension without pay pending the termination.

- d. The Board of Education has the authority to terminate the driver/aide; however, the driver/aide may request a meeting with the Superintendent or designee to discuss the recommendation before the Board of Education meeting at which the recommendation is to be acted upon.

SCHOOL BUS ROUTE SELECTION

1. Definition

School bus routes consist of the periodic and repetitive transporting of students to and from school, home, and/or outside activities. The Director of Transportation or designee may change any school bus route as needed throughout the year.

Route changes include but are not limited to the following:

- a. Adding or removing students
- b. Adding or removing stop locations
- c. Changing departure and/or stop times

2. Displaced Driver/Aide

- a. If a driver's route is collapsed or is reduced for any reason, the driver will first be assigned other driving duties to meet the required total hours for the position, and then any other assigned duties.
- b. If an aide's route is collapsed or is reduced for any reason, the aide will be assigned other duties to meet the required total hours for the position.
- c. If a driver or aide is on approved Family and Medical Leave Act (FMLA) leave for more than thirty (30) consecutive calendar workdays, their assigned route will be designated and posted as an open route. Upon returning from FMLA leave, the driver or aide will be required to select a route from those available at the time of their return, with hours equal to their previous assignment, if such a route is available.

3. Driver Floaters and Substitute Drivers

- a. Driver Floaters may be assigned to a particular route on a regular basis.
- b. Substitute drivers may not be assigned to a route on a regular basis.

4. School Bus Route Selection

- a. Drivers/aides will select the position/route(s) they wish to be assigned to. All routes shall be selected on a seniority-only basis.
- b. The District shall permit the Union President and/or designee(s) to monitor the route selection process.

5. School Year Routes and Out-of-District Routes, Selection Procedure

All school bus routes from the binder are subject to the route selection procedures described herein.

- a. Route selection will be conducted at the Transportation Facility.
- b. All drivers/aides participating in the route selection process will be assigned a date and time, based on seniority, to select a route of their choice. Drivers will select first, followed by aides.
- c. At least three (3) working days before the first day of route selection, the Director of Transportation shall submit the route sheets for all School Year Routes, planned for the upcoming school year, to the drivers/aides for their review. Route binders and the department web page shall be all-inclusive (i.e., shall include all routes for the upcoming school year, divided by high schools). If the department web page is unavailable, additional route binders will be provided.
- d. For all OOD routes, each route will have the applicable school's calendar attached for the upcoming school year.
- e. Those drivers/aides who select an OOD route will remain on their route through the end of the WSD academic year.
- f. In addition to providing route binders, routes will be posted on the department web page three (3) days before route selection for review.
- g. Drivers/aides are responsible for reporting on their assigned date and time to select their route.
- h. Sign-up sheets shall be available to record the names of those drivers/aides interested in being considered for extra driving and/or non-driving duties throughout the school year.
- i. Drivers/aides who are unavailable for route selection due to an emergency or other circumstance will notify the Director of Transportation or designee in writing/email and identify their chosen proxy to select a route in their place. That proxy will select a route for that driver/aide on the originally assigned route selection date and time. If a driver/aide does not appear at their scheduled time and a proxy has not been provided, the Director of Transportation may, at his/her sole discretion, accept a tardy driver/aide to select from the remaining available routes.
- j. If a route has more than one (1) aide, and later the second aide is no longer needed, the senior aide has the first option to change routes.

6. Out-of-District Routes (OOD)

- a. Out-of-District (OOD) Routes are for students who attend schools outside the Wentzville School District.
- b. OOD Route drivers/aides shall be paid according to the district payroll calendar.
- c. If their school is not in session on days when Wentzville is in session, the driver/aide may be asked to substitute on intra-district routes in the event of a driver/aide shortage. The driver/aide will make prior arrangements with their Transportation Coordinator-Operations/

Dispatcher, if available.

7. ESY Routes, Selection Procedure

- a. ESY Route selection will be conducted at the Transportation Facility.
- b. Drivers/aides will sign up for ESY Routes as indicated below.
 - i. Drivers' sign-up sheets
 - a. During the first week of April each school year, sign-up sheets shall be posted for drivers interested in a route.
 - b. If a driver misses more than 4 days of ESY, the driver will be placed at the bottom of the ESY seniority list for the following year only.
 - ii. Aides' sign-up sheet
 - a. During the first week of April each school year, a sign-up sheet shall be posted for aides interested in working.
 - b. If an aide misses more than 4 days of ESY, the aide will be placed at the bottom of the ESY seniority list for the following year only.
 - iii. ESY Floater Drivers
 - a. Before route selection begins, the Director of Transportation shall determine the number of floater driver positions needed.
 - b. These driver(s) will report to the dispatcher each day and be available to drive or aide on an ESY Route, as needed.
 - iv. ESY Routes
 - a. As soon as the ESY Routes are finalized, the drivers/aides shall select routes in seniority order. Route selection shall continue until all of the ESY Routes have been selected.

8. Layover Locations

- a. The transportation department will provide a list and map of designated layover locations.
- b. The driver will exercise discretion when responsibly choosing a layover location. Whenever practical, layover shall occur on school district property.
- d. If a layover location is in question, the Director of Transportation or designee shall make the final determination regarding its appropriateness.
- e. In the event the Director of Transportation or designee receives a patron or community complaint regarding the driver's chosen layover location, the Director of Transportation or designee will direct the driver to choose a different location.

FIELD / ACTIVITY TRIPS

1. General Procedures

- a. School day bus routes are the priority for transportation. Field and activity trips are secondary in priority to school day bus routes.
- b. Drivers are responsible for getting directions and being prepared for the trip.
- c. Drivers are required to conduct a brief emergency evacuation explanation before leaving for a field trip. This information is crucial in the event of an accident.
- d. Drivers are required to retain the Field Trip Driver Sheet on their bus until the trip is complete. This documentation shall be submitted to the Transportation Office upon returning to base.
- e. Drivers shall plan accordingly and leave the school at the published trip departure time after completing the following:
 - i. Perform the DAILY PRE-TRIP SAFETY bus inspection
 - ii. Drive to the trip departure location
 - iii. Load students
 - iv. The driver shall not leave a bus loading location until after the sponsor/coach has provided a current seating chart to the driver. The sponsor/coach shall be responsible for the accuracy of the seating chart. The driver shall retain the seating chart with the Field Trip Driver Sheet form during transport and submit it with that form upon return.
 - v. Complete the emergency evacuation message.
- f. The bus shall be swept out and all trash collected and thrown in the dumpster after every field trip. If these expectations are not consistently met, disciplinary actions shall be taken, including, but not limited to, loss of field trip privileges.
- g. Drivers shall not swap buses without prior approval from a transportation administrator.
- h. Drivers shall ensure they have adequate fuel before departing the Transportation Facility. Refueling may be necessary during a field/activity trip; however, refueling shall occur only when the bus is empty of passengers. Any fuel paid for by a driver shall be reimbursed with a receipt only; however, this practice is discouraged. For round trips greater than 150 miles, a fuel card shall be provided to the driver.
- i. At least one adult field trip sponsor shall be required to ride on the bus for all field trips.
- j. Field Trip drivers are responsible for locking the building/lot upon leaving or returning from a trip.
- k. Drivers shall remain on-site with the group they transport, if applicable, and no more than 15 minutes away from the location. If parking is not available on-site, drivers shall park as close, as safely, and as conveniently as possible to the group site, communicating your

location with the sponsor/coach. If the driver is not able to remain with the group, the driver shall exchange phone numbers with the sponsor/coach. The driver shall be accessible throughout the trip.

- l. The driver shall not operate the bus at any time if there is insufficient seating space for all passengers aboard. The seating space for each passenger must be sufficient to ensure that the back of each passenger comes in full contact with the seat's back (5 CSR 30-261.010 (4)(B)3.
- m. Field Trip Sheets will be placed in the driver's box in a timely fashion. Each trip sheet will contain all of the information the driver needs to complete the field trip.
- n. Back seats of the school bus must remain open on all activity trips when feasible.

2. Work Days Exceeding Twelve Hours

- a. If a driver is on a field/activity trip and his/her workday exceeds twelve (12) hours, the District shall provide a dorm/motel room where the driver can rest, uninterrupted, for a minimum of eight (8) hours before driving again. If the total round-trip driving time does not allow time for the driver to rest for a minimum of eight (8) hours, two drivers shall be assigned to the trip.
- b. For multiple drivers, enough rooms will be provided so that:
 - i. Drivers of different genders will not be required to share a room.
 - ii. No more than two drivers will be assigned to the same room.
 - iii. Only those employees assigned to the trip are to be included in the overnight accommodations.
- c. The Director of Transportation or designee will share the particulars of a trip with the driver. After review and discussion with the driver, the Director of Transportation or designee may waive the dorm/motel room and/or two driver requirement for that trip by noting the same on the Field Trip Summary form if they feel that the minimum twelve (12) hour period is early enough in the day to adequately mitigate the risk of driver fatigue.
- d. If at any time, the driver feels that fatigue prevents him/her from safely operating the school bus, the District expects the driver to find a safe place to secure the bus and take a break. A safe place may include a highway rest stop, a truck stop, a filling station, or another off-the-roadway location. The driver may take multiple breaks while operating a school bus on a field/activity trip.

3. Selection Procedures

Every Friday at 9:30 am, drivers will select field/activity trips for the upcoming week. Drivers who wish to take field/activity trips that week are required to attend this meeting in person.

- a. Drivers are not allowed to give up their selected school-day bus route for field/activity trips, except for overnight trips.
- b. Sub drivers will have the first opportunity to bid on trips. Sub drivers are

not eligible to take non-competitive trips scheduled between 9:00 AM and 1:30 PM unless all full-time drivers have been offered the opportunity and declined, at which point the trips may be offered to sub drivers.

- c. A Field/Activity Trip List will be made available to all drivers before PM routes every Wednesday.
 - i. The list will include all relevant information drivers need to make an informed decision, such as trips requiring lift buses, dates, and times.
 - ii. Before commencing trip selection, general notes or comments from the trip scheduler(s) will be made available to drivers on the Field/Activity Trip List.
 - iii. Trips with special transportation needs, e.g., wheelchair requirements, SPED, etc., shall be noted on the list.
 - iv. If the departure and/or return times are not yet known, or if the transportation requirements for the trip change, the driver will be notified as soon as that information becomes available.
- d. If a driver wants to select a field/activity trip, but cannot attend the trip selection meeting because they are clocked in and working, the driver is responsible for making prior arrangements with another driver/aide to attend the meeting as his/her proxy.
- e. If a driver wants to select a trip and is not clocked in or working, that driver must be in attendance to do so.
- f. At every field/activity trip selection meeting, the trip selection order will be determined with a random name drawn by the Trip Scheduler, and then proceed based on the next in line seniority until no eligible trips remain.
 - i. If a name is drawn and the person passes or is not present, that person's name will be removed from the pool until all names have been selected.
- g. Any trip not submitted to the Transportation Department at the time of the current week's trip selection, or if a driver gives up a trip, those trips will be given to the next senior driver on the current week's seniority list.
- h. Any unselected trips not taken by a driver or sub driver can be given to other CDL drivers in Transportation as long as they are completed during their shift.
- i. Weekend field trips that are over eight (8) hours and within approximately 20 miles of the school of origin will be considered for a take and drop. The driver will be guaranteed a minimum of four (4) hours for this trip: 2 hours for drop off and another 2 hours if the group needs to be picked up (4 hours total). If weather or other variables require the driver to stay or return early, the driver will be paid for all hours worked.

- j. Once the trip selection process is completed, a driver cannot give up, trade, or find a replacement for the trip without consulting with the Director of Transportation or Designee. If the driver gives up a field trip two times, they shall not be able to bid during the next trip selection unless approved by the Director of Transportation.
- k. If a driver is absent from their regular route during the week of a scheduled trip, they will be removed from the next week's trip selection.

4. Field/Activity Trip Compensation

- a. Field/activity trips are paid by the hour. Drivers are to clock in and out on the District's timekeeping system and turn in the completed trip form to the office.
- b. If the trip is canceled, or a bus is deemed unnecessary, and the District has not made the cancellation notification at least thirty (30) minutes prior to the driver's clock-in time, the driver will receive two (2) hours cancellation pay.
- c. Once the driver has clocked in, the driver will be paid for a minimum of two (2) hours. If the transportation needs are reduced such that the trip will not require the time posted on the Field/Activity Trip sheet, the driver will be paid actual time worked, or one-half (1/2) times the number of hours the trip was originally scheduled for, whichever is greater.
- d. Overnight field/activity trips will be paid no less than twelve (12) hours per day for every day of the overnight trip, starting from the driver's clock-in time, until the driver's clock-out time. 5 CSR 30-261.010 (3)(A)18 in Missouri regulations pertains to the limitations on school bus driver hours. Specifically, it states that a school bus driver cannot operate a school bus for more than eight consecutive hours without a break of at least 60 minutes, nor can they operate for more than twelve hours within a 24-hour period.
- e. Overnight and meal arrangements for the driver are the responsibility of the District, with a maximum of \$60 for meals per day when accompanied by itemized receipts. Regulation 3440
- f. Other expenses may be reimbursed when the application is accompanied by itemized receipts approved in advance.
- g. Reimbursement shall not be made for alcoholic beverages, entertainment, or tips above 20% of the cost of the meal.
- h. Receipts must be submitted within 2 business days after completion of the trip.

INDEX

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