

## ARTICLE XXI

### TRANSPORTATION

#### 21.1 Overnight Field Trips

Drivers will be reimbursed for actual and necessary expenses incurred on authorized field trips. Separate lodging will be provided for the driver.

#### 21.2 Driver Seniority

To establish seniority for drivers hired on the same day, the original date of school bus driver certification will be used. It is the responsibility of the driver to provide proof of certification.

#### 21.3 Overtime Field Trips Opportunities Rotation Assignment

- A. Overtime opportunities are for those employees whose sole job duty is driving a school bus.
- B. A seniority list of bus drivers eligible for overtime opportunities will be created prior to the start of school and maintained throughout the year.
- C. Overtime field trip opportunities will be posted on the first day of school in the week prior to the week of the event.
- D. Descriptions of overtime field trip opportunities will be posted for sign up for three (3) working days. Qualified bus drivers wanting to do the posted trip must sign up before the deadline.
- E. A bus driver will be assigned the trip if their name is at the top of the rotation list and they have signed up for the trip.
- F. The bus driver will move to the bottom of the rotation list once he/she has been

assigned the overtime field trip. In the event the trip is cancelled, the bus driver will move back to the top of the rotation list.

- G. A bus driver will move to the bottom of the list if he/she refuses the trip or does not sign up for the trip for which they were qualified when his/her name was on top of the list.
- H. If the bus driver is absent during the posting period or he/she is not qualified for the trip, his/her name will not be rotated to the bottom of the list. The bus drivers' name will remain at the top of the rotation list until he/she returns to work or until there is a trip for which they are qualified.
  - 1. A bus driver will rotate to the bottom of the list if they perform a weekend overtime non-driving assignment. (i.e. training, washing buses.)
  - 2. Bus drivers' rotation status will not be affected if management request he/she to work a last minute (within a 24-hour period) overtime field trip. The bus driver rotation status will not be affected if they refuse to do the last minute overtime field trip.
  - 3. A trip which is posted for less than three (3) days will not affect the overtime rotation list.

#### 21.4 Qualifications for Overtime Field Trip Opportunities

- A. Drivers will be assigned only to those trips for which their qualifications have been verified.
- B. Proficiency trips will be required annually, for out of town trips, unless a like trip was successfully driven in the previous school year.
- C. Special qualifications may be required for certain extra trips, such as mountains, snow,

long distance or city driving, such as a trip to San Francisco.

- D. Training and proficiency will be verified by the Transportation supervisor. Proficiency and special training trips will be available at various times throughout the year. These dates will be published prior to the start of the school year (July 1) and updated as required.

#### 21.5 Split Shift for Weekend Trips

- A. Bus drivers will be paid a minimum of four (4) hours per shift.
- B. The Transportation supervisor or designee will determine whether or not to split the shift and will use the following criteria:
  - 1. The trip must take at least 9 or more hours.
  - 2. The customer approves the split shift.
  - 3. The split shift shall be cost effective.

#### 21.6 Training

- A. The District shall provide state required (TO1) training.
- B. A bargaining unit member may receive renewal training from a source outside the District at their own expense and outside their work hours.
- C. Training required as a condition of continued employment shall be provided by the District. A bargaining unit member who is required by the District to attend a training program (TO1) shall receive the appropriate rate of pay.

#### 21.7 Pre-Trip Inspection and Daily Record of Hours

- A. All drivers must perform the required pre-trip inspection prior to driving, including but not limited to:
- Drivers are provided 30 minutes to perform a pre-trip inspection and fill out daily inspection paperwork per assigned bus or vehicle.
  - Drivers are not permitted to perform pre-trips or other job duties until their scheduled sign-on time unless authorized in advance by their supervisor.
- B. All drivers are required to submit their Daily Record of Hours at the end of their work day.