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ARTICLE 19

TRANSPORTATION DEPARTMENT PROVISIONS

19.1 Call-In Time - Unscheduled Hours

19.1.1 Bus drivers who are called in and are directed to work during unscheduled hours shall receive a minimum of two (2) hours pay so long as the work during unscheduled hours takes place during a time segment which is separated by more than thirty (30) minutes from the bus driver's regular assigned hours on the particular work day. This does not apply to those instances where a driver has placed him/herself on a list and is waiting for available work. The two (2) hour guarantee shall remain in place for "minimum days."

19.2 Bus Drivers - Minimum Time Guarantees for Saturday, Sunday, Holidays

19.2.1 Bus drivers who drive field trips on Saturday, Sunday or a Holiday shall be guaranteed a minimum of three (3) hours of pay for a one-way trip.

19.2.2 Bus drivers who drive field trips on Saturday, Sunday, or a Holiday shall be guaranteed a minimum of five (5) hours of pay for a two-way trip.

19.2.3 Management shall have the discretion to determine whether the bus driver is required to remain for the duration of the scheduled activity. If the bus driver is required to stay, the bus driver shall receive payment for the actual hours of service or for the guarantee described above, whichever is greater.

19.3 Bus Driver Pre-Trip Check-Out Time

19.3.1 Bus drivers shall be allowed 30 minutes for pre-trip inspection.

~~(a) School buses (32 passengers or less) with hydraulic brakes = 15 minutes.~~

~~(b) School buses (32 passengers or less) with air brakes = 20 minutes.~~

~~(c) School buses with dual air brake systems having large capacity air tanks that require draining = 30 minutes.~~

~~(d) Non-school bus (passenger vehicle) = 10 minutes.~~

19.4 Bus Driver Overnight Trip Hours

Drivers required to be temporarily relocated overnight shall be paid a business stipend equivalent to the hourly rate of Range 2829, Step 5 of the salary

schedule in lieu of reimbursement for actual expenses commencing at the time they clock in for the trip and continuing until the time they clock out at the completion of the trip. Meals and lodging will be paid by the employee. Lists for field trips shall be posted weekly showing accumulated hours. The rate of payment based on the total number of hours worked shall not imply that the driver is obligated to District responsibilities the entire length of the trip.

HOURS ON DUTY 13 CCR 1212. Driving hours and on-duty status begin at a point following eight (8) consecutive hours off duty, except as provided in subsection (b) (3). Driver's hours shall be regulated from the time a driver first reports for duty for any employer as follows:

School Buses, School Pupil Activity Buses, Youth Buses, and Farm Labor Vehicles. The driver of a school bus, SPAB, youth bus, or farm labor vehicle shall not drive more than ten (10) hours within a work period or drive after sixteen (16) hours have elapsed since first reporting for duty. The Transportation Director or his/her designee shall appoint a lead bus driver for overnight trips when two (2) or more buses are involved in the trip.

19.5 "Mid-day" Runs

"Mid-day" Runs are defined as those which occur after the morning runs and before the afternoon runs. When they are not "connected" to either a morning or afternoon run, but require the bus driver to commence a separate trip, they will be compensated with a minimum of one (1) hour.

There shall be a one (1) hour guarantee for the mid-day substitute runs.

19.6 Extra Work Board(s)

The department will maintain two (2) boards for extra work. All extra work, other than field trips and late activities, will be managed on the General Extra Work Board. The General Extra Work Board includes both mid-day assignments and shop work. The Activities Extra Work Board will manage late activities.

Extra work will be assigned on a rotational basis first to those drivers who can complete the assignment without going into overtime, and then to those drivers who would use the least amount of overtime. School bus drivers will not take off a bid assignment to do extra work. The District custodian substitute list will continue to be used for selecting substitute Vehicle Service Assistants, Assistant Mechanics, Mechanics, and Vehicle Maintenance Technicians. The Personnel Commission's transportation substitute clerical list will continue to be used for Fees for Transportation Services (FTS) and operations/scheduling needs.

Drivers who have placed their names on the Extra Work Board(s) must cross (X) their names off prior to leaving for their a.m. assignment or at the completion of their a.m. assignment if no extra work has been assigned to them if they do not

wish to be assigned a mid-day run that day. A driver's failure to cross his/her name off on the General Extra Work Board for six (6) times removes his/her name from that list for the remainder of the bid period.

A driver's failure to cross his/her name off on the Activities Extra Work Board for six (6) times removes his/her name from that list for the remainder of the bid period.

Illness, vacation, and administrative leave are excused from this accountability process. Drivers must indicate their non-availability due to a scheduled field trip or other reasons know in advance, or they will be given an "R" for not properly indicating their non-availability.

Drivers who have indicated they are available for extra work are responsible for checking the General Extra Work Board following their a.m. assignment to see if they have been assigned a mid-day run. Drivers still on their a.m. assignment or who have left for the morning, but indicated their availability should call in by 9:30 a.m. to determine if they've been assigned extra work.

Drivers who have indicated they are available for extra work are responsible for checking the Activities Extra Work Board prior to the departure time for their p.m. assignment.

Drivers requesting sick leave, Personal Necessity Leave or vacation time for mid-day must take that leave in conjunction with either their a.m. or p.m. run. The exceptions to this are for emergencies and for doctor's appointments with verification.

19.7 Behind the Wheel Evaluation Form

The school bus driver behind the wheel evaluation form shall be the form agreed to and dated March 19, 1992 by both parties. Any changes to this form will be by mutual consent of the parties.

19.8 Camp Trip Supervision

The Transportation Department will provide an additional school bus driver to chaperone students on the bus for camp trips when the school notifies Transportation that they will not provide adult supervision on the bus.

19.9 Training

The maximum amount of hours paid for Transportation Department sponsored instruction for renewal classes for active school bus drivers (commercial driver's license, H.P.H., first aid, pre-trip inspection training) will be fifteen (15) hours. This does not commit the District to provide the training nor does it establish such practice.

19.10 Last Day of School

Operations on the last day of school before summer recess will be as follows:

- (a) Bus drivers will be paid their bid time on the last day of school.
- (b) Drivers will be assigned related duties throughout the day at the discretion of the District.
- (c) The work schedule and assignment of extra routes and field trips to drivers who are available will be done by the operations supervisor and will be posted by noon on the Monday preceding the last day of school.

19.11 Route Selection

ROUTE SELECTION (Regular General Education) – If regular general education home-to-school transportation is offered, route selection will continue to be done by seniority allowing the bus drivers to "package" their own routes by placing together the basic group (a.m. and p.m.) and a mid-day run and/or activity run(s) with a bus of their choice which meets the requirements of passenger needs and vehicle economy. Any Regular General Education segment packaged by a driver must connect to a segment on the same side of the District. Interstate 15 serves as the divider for each side of the District.

ROUTE SELECTION (Special Education) – Route selection will continue to be done by seniority, allowing school bus drivers to select routes that have been packaged by the District (a.m., p.m., mid-day), and the bus assigned by the District to best meet the needs of these routes.

With ten (10) days' notice, each route segment may be changed to accommodate routing requirements by up to ninety (90) minutes (unless the driver agrees to a greater amount of time) within the time window of 5:30 a.m. and 5:30 p.m. The route a.m. start or p.m. end time shall not change by more than thirty (30) minutes.

Subject to the terms of this section, the District may have an operational need to add, remove or consolidate runs based upon program volume and efficiency. During such times, route assignments will may incorporate "Stand-By" time to fulfill the drivers annual bid period.

Route selection will occur once each year to be effective October 1. Transportation procedures will be modified to require that a route be posted for bidding if it increases by thirty (30) minutes or more cumulatively or if it results in an increased level of fringe benefits.

During the driver's individual bid time, a driver may request that a PSEA Representative be present during their bid selection appointment. The requested Unit member representative will not be compensated for their involvement, and the request shall not delay the pre-scheduled bidding appointments.

Once the actual bidding appointments have begun, no changes will be made to posted routes or activity runs until the completion of the bid. The District reserves the right to reassign equipment to a route to meet the needs of students and for route efficiency.

19.12 Field Trip Selection

Field trips will be assigned to the school bus driver who can perform the trip in the most cost-effective manner. Field trips will be assigned on a rotational basis first to those drivers who can complete the assignment without going into overtime, and then to those drivers who would use the least amount of overtime. Drivers who have placed their names on the field trip list must cross (X) their names off before 5:30 p.m. on the Thursday prior to the posting of the assignment if they do not wish to be assigned a field trip for that period.

Saturday, Sunday, and Holiday field trips will continue to be selected by drivers in accordance with existing procedures identified in Transportation Department policy. All field trip lists will continue to be posted daily, accumulated hours will be calculated weekly, and posted according with Transportation Department procedures.

Meal reimbursement will be paid for the dinner meal to those drivers who, due to field trip assignments, work continuously from their a.m. assignment through to a field trip that ends past 6:00 p.m.

19.12.1 Field Trip Definitions

Field Trip Stay

A field trip where the vehicle and driver stay at the destination(s) until passengers are to be returned to the point of origin.

Field Trip Take

A field trip where a vehicle and driver take the passengers to their destination(s) only.

Field Trip Return

A field trip where a vehicle and driver only return passengers from their destination back to their point of origin.

Field Trip Take and Return

One driver may be assigned both the take and return of a field trip.

19.13 Stand-by Time

Stand-by time may be placed within any contract bid for the purpose of flexible use to assure the continuity of student transportation support. The purpose of stand-by time built within the District's bus routes is to allow for unforeseen route coverage needs, temporary student transportation or unforeseen activity coverage needs. Work assigned during a driver's stand-by time does not obligate the driver beyond their contract period.

Drivers assigned stand-by time within their contract period are to report to Operations at the start of the stand-by period and be available upon need in the Drivers Ready Room unless directed otherwise.

19.134 Flexible Time Positions

Management may create flexible time positions with a minimum of twenty (20) hours per week that do not have a scheduled route. Each such position shall be posted for selection as part of the annual bid. Drivers selecting a Flexible Route will be permitted to select a "default bus" from a list of available buses pre-identified by the District at the time of their selection. However, the Flexible Use Driver is expected to drive the specific bus assigned to a route. To affect efficiency, a Flexible Use Driver may be assigned to stay with a route assigned bus when also performing an assigned field trip. Driver schedules will be posted no later than ~~8:00 a.m.~~ 12:00 p.m. on the second working day of the preceding week. During a week there will be ten (10) assignment segments created (Monday through Friday; a.m. and p.m.). Flexible time drivers may remove themselves from the assignment list for up to three (3) such segments per week. However, no individual may remove themselves from both Monday and Friday assignments. Additionally, no more than ten percent (10%) of the flexible time drivers may remove themselves from the list on any given segment. Removal from the list as described above will be done by seniority.

19.145 Uniforms

School bus drivers will be provided with and required to wear District provided uniform shirts. All permanent District school bus drivers will be provided with six (6) shirts of a polo or collared and button type shirt, combination of their choice, upon successful completion of their initial probationary period. In addition, all permanent District school bus drivers may augment their uniform with three (3) additional shirts, per the District standard uniform design, annually. New shirts will be ordered at the annual fall orientation. Those drivers who complete their probation after March 1st will order their three (3) additional shirts at the fall orientation in the next calendar year. All permanent District school bus drivers must wear the District provided uniform shirts at all times while officially in paid

status. A dress code will be adopted that requires school bus drivers to wear solid colored trousers, jeans (distressed jeans not acceptable) or capri style pants. Solid colored shorts may be worn, but must be a walking length short that comes within an inch above the knee. No cut-off or frayed shorts will be worn. District provided uniform shirts must be worn properly, buttoned and not used as a lightweight jacket. All attire must be clean and well maintained by the District school bus driver. No spandex material will be worn. Shoes must be of a closed toe/closed heel design with nonskid sole material. School bus drivers will wear their District furnished identification badge at all times while officially in paid status and/or on District property. School bus drivers will be provided a jacket or front zippered/hood sweatshirt upon request, but not to exceed more than one (1) jacket or sweatshirt within a three (3) year period.

19.156 Transportation

Drivers servicing non-District schools will continue delivery of their students, during the contract year, and may be assigned vacation during times when their students are not in session.

19.167 Transportation Study Group

Prior to September 1, 2010, and on-going, PSEA and the District will form a study group to examine the efficiencies of the following practices and issues. Information necessary for the group to complete these discussions will be made available. The parties shall meet and confer regarding problems which develop in the administration of this Agreement.

- (a) Field Trip Selection-Due to the complexity and changing demands of a transportation program, changes may become necessary and will be subject to the meet and confer process prior to implementation.
- (b) Flexible Time Positions and their selections and assignments.
- (c) Special Education route assignments and packaging.