

Series 3000 Personnel

Section 3300 Service Personnel

Policy 3308 Extra Duty Bus Trips

3308.1 PURPOSE

This policy is intended to help ensure that extra duty bus trips are distributed equally among all regularly employed and substitute bus operators and bus aides who wish to participate. Deadhead miles, bus size, storage location, and interference with a regular route necessitate that certain guidelines be established. Extracurricular trips are those occurring outside regularly scheduled working hours. Work terminals shall be rotated in the following priority order: 1) Gore, 2) South Harrison, 3) Bridgeport, 4) Shinnston.

3308.2 PROCEDURES

3308.2.1 At the beginning of the school year each driver or bus aide shall designate in writing, at the driver's work site, whether or not he/she wishes to participate in extra duty trips for the ensuing year. All newly employed regular employees throughout the year will be given the opportunity to be placed on the list. Any employee who wishes to be removed from a list must so inform the Transportation Supervisor in writing. Upon receipt of a request to be removed, the requestor shall be removed from the list for the remainder of the fiscal year and shall not be reinstated to the list unless application therefore is made again in accordance with this policy.

3308.2.2 All operators who have indicated their desire to participate will be listed on the roster for their work terminal according to the length of their service. Rotation will occur in accordance with this policy. If an operator transfers from one terminal to another during the school year, he/she shall be placed in the appropriate rotation for the operator's seniority.

3308.2.3 When trips are canceled in advance without pay, the driver involved will be assigned the next available trip. Extra duty trips where a reduction of buses is necessary at the departure point, the last driver assigned will be canceled. The driver and bus monitor

will be paid one-half of the actual run stipend, not to exceed 4 hours, if canceled.

3308.2.4 Extra trip requests received after assignments have been made will be assigned to the next available unassigned operator on the roster. Trips will be assigned in the order of departure for the week for which they are scheduled. All available extra trips will be assigned the week in advance for the following week. Extra trips that are refused will be assigned to the next available unassigned operator on the roster.

Trading of trips will not be allowed. Trip slips are to be signed by the operator accepting the trip. Trip slips that are not signed within twenty-four (24) hours will be considered a refusal.

3308.2.5 When the number of operators available on the roster in one area is not sufficient in number for requested trips, the operator with the most seniority who is scheduled for the next trip in his/her terminal will be given the opportunity to make the run for which the other terminal is short a driver. When the available number of regular operators in all areas is not sufficient for the number of trips requested, substitutes may be used. All extra duty trips during school hours will be offered to regular, full-time bus operators and bus aides on the rotating list in his/her terminal first. Providing no regular bus operator or bus aide in the terminal accepts the trip, the trip will be assigned to substitutes.

3308.2.6 One personal exchange or Two (2) telephone attempts without a response will be made to contact each driver for his assigned trip. If a trip is refused in person or if no contact is made after two (2) documented calls, the next driver on the list will be called. Once accepted, no trip may be returned with less than twenty-four (24) hours notice, except in emergency cases.

3308.2.7 Trips will be assigned and posted within bus terminal/garages (Shinnston, Gore, South Harrison, and Bridgeport) on a continuous basis. All trips designated special needs, requiring a lift bus, will be assigned out of Gore Terminal. All trips designated as special needs trips requiring a lift will be made by special education bus operators. All trips designated as regular trips will be made by regular bus operators

3308.2.8 If a mistake is made in assigning extra trips this will not constitute a reassignment of all trips. The skipped employee(s) will be entitled to the next available trip.

- 3308.2.9 The same procedures in this policy shall apply to the assignment of bus operators and bus aides.
- 3308.2.10 Work Terminals will be rotated in the following order:
1. Gore
 2. South Harrison
 3. Bridgeport
 4. Shinnston
- 3308.2.11 Bus Operators and Aides, regular employees will register their availability for the extra-duty assignments according to their work station.
- 3308.2.12 Substitute aides and bus operators will register their availability for extra-duty assignments on a single list. They will be listed and rotated in accordance with their seniority. Emergency only.
- 3308.2.13 Contact is defined as One (1) direct personal exchange or two (2) telephone calls without a response.
- 3308.2.14 This alternative procedure is approved by an affirmative vote of two-thirds (2/3) of the employees within the affected classifications.