

<p><b>FRANKENMUTH SCHOOL DISTRICT</b></p> <p><b>TRANSPORTATION</b></p> <p><b>WAGE AND BENEFITS SCHEDULE 2009-2012 SCHOOL YEAR</b></p>
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**I. TRANSPORTATION RATES:**

A. Regular Runs (Includes COC)

	2009/2010	2010/2011	2011/2012
1. First Year	\$17.46	\$17.63	\$17.90
2. Second Year	\$18.55	\$18.74	\$19.02
3. Third Year	\$19.84	\$20.04	\$20.34
4. Kindergarten	\$21.64	\$21.85	\$22.18

Substitute drivers will be paid at the rate for which they are eligible, based on the years of service with the District.

B. Field Trip and Athletic Trips

- 1) Hourly rate \$12.50
- 2) Saturday and Sunday minimum \$34.00

If a driver gives up a regular run to drive a field trip or athletic trip, third year regular run pay will be given for the first hour.

The Transportation Office may elect to have the driver return to base if the trip is under 25 miles. This decision may be made on the basis of cost and/or driver convenience. Driving conditions may also be a factor.

C. CCD Rate Per Run - \$6.80.

D. Special Reimbursements Per Run

- 1) Runs, other than special trips, over 25 miles are \$2.00 extra (does not include Kindergarten).
- 2) Shuttle service runs will be \$2.50.

Regular run rates will be adjusted annually. All other rates will be evaluated on a three-year basis.

- 3) When an out-of-town field trip or athletic trip departure time occurs before 7:00 a.m., between 11:00 a.m.-1:00 p.m., or before 5:30 p.m., the District agrees to pay up to the following for meals:

Breakfast	\$4.00
Lunch	\$5.00
Dinner	\$7.00

Receipts are required for reimbursement. The District will not pay tips.

## **II. REIMBURSED ABSENTEEISM:**

### A. Sick Leave

- 1) Regular drivers accumulate sick leave at the rate of one day per month beginning with the first full month worked after the six-month probationary period.
- 2) Sick leave will be accumulated at the rate of one day per month worked. Sick leave will accumulate to forty days. Upon request, an employee must present a doctor's verification of illness.
- 3) A regular driver will be paid for absenteeism for death in the immediate family. Days absent will be deducted from accumulated sick leave. Husband, wife, son, daughter, mother, father, sister, brother, father-in-law, and mother-in-law are considered immediate family.

Two days a year of accumulated sick leave may be used for business days. Business days are defined as time necessary to conduct business of a personal nature that cannot be programmed during the course of normal working hours. All business days must be requested in advance in writing to the Director of Transportation at least two days in advance and will be granted pending availability of substitutes. If the applicant and Director cannot reach an agreement, the request may be referred to the Assistant Superintendent, whose decision shall be final.

- 4) Drivers will be paid based on a per-diem basis. On days when school is not in session, drivers may be asked by the Director of Transportation to report to work for meetings. If drivers choose not to drive because they deem road conditions too hazardous, they will not be paid.

## **III. CONDITION OF EMPLOYMENT REIMBURSEMENT:**

### A. Licenses

1. License costs will be reimbursed.

### B. Required Annual Physical

1. Drivers may elect to get their physical from their family physician and be reimbursed in the amount of \$30.00. Drivers should submit a receipt for services to the Transportation Department.
2. Drivers may get their physical from the school physician at no cost.
  - a. The District will annually name its examining physician.
  - b. All blue cards (satisfactory physical report) must be in the Transportation Office two weeks prior to the driver's annual expiration date.

C. In-Service Education

- 1) Each driver attending a safety education meeting will be paid at the field trip rate per hour.

D. Uniforms

- 1) Drivers will be furnished with identifying jackets indicating their position with the School District.
- 2) Any clothing issued must be kept in a clean and healthy looking state of repair to reflect the responsibility of the position of the employee and the pride of the community and school the employee represents.

E. Hospitalization

- 1) Drivers who, in addition to driving regularly, work as custodians/food service may blend driving and regular custodial time/food service time to qualify for District-paid medical insurance. Time necessary to be eligible is 30 hours per week of regularly assigned work. Regular assigned work schedule will commence with the first day of school and conclude the last scheduled school day of the academic fiscal year. Accrued time will be credited in the following manner:

F. Requirements for Reimbursement

- 1) Drivers must complete all elective and assigned bus runs to be eligible for reimbursements in Section 3 A, B, C and D.

G. Life Insurance

- 1) If driver has two runs - \$10,000
- 2) If driver has one run - \$5,000

- H. A substitute bus driver who fills a regular driver's position because of a leave of absence will receive all regular driver benefits after 90 driving days.

***IV. SPECIAL CONDITIONS:***

A. Special runs scheduled for after hours departure and return times will be allocated one-half hour. After hours is designated as after 4:30 p.m. on scheduled school days and Saturday, Sunday or holidays when mechanic is not on duty. Special runs leaving before 4:30 will be allocated 1/4 hour.

B. Half-hour and quarter-hour time utilization:

- 1) Complete pre-trip bus inspection
- 2) Open and lock gates
- 3) Check fuel and/or arrange for fuel or credit card
- 4) Complete all items on trip card
- 5) Sweep bus and remove all trash
- 6) Punch out on time clock

C. Bus Radios/Telephones

1. Radios are to be checked daily for proper operation and used for transportation purposes only. When on out-of-town trips, a telephone must be taken. If more than one bus is going to the same destination, only one bus will need to have a telephone. If more than two destinations occur on the same date, the two farthest destinations will require telephones.

#### **V. ANNUAL MEETING:**

- A. The Transportation Department will sponsor one meeting annually to review past problems, new ideas, and to recognize any individual for outstanding service.
- B. Transportation personnel will select a committee to assist in organizing and any other matters they (the committee) may be called on for assistance.

#### **VI. SALARY SCHEDULE:**

Salary schedule increases will be consistent with all other employee groups in the District.

#### **VII. SENIORITY LIST:**

A seniority list will be published at the beginning of each school year.

#### **VIII. PROFESSIONAL ACTIONS:**

Our transportation personnel are vital to the complete education of our students. Because of this, all transportation personnel will be expected to conduct themselves in a professional manner and follow the policies and rules of the District. Drivers

who fail to meet the standards of the profession and/or who violate the terms of this agreement, the Board of Education policies, or school rules, will be reprimanded. Those who fail to correct behavior after a reprimand may be considered for dismissal.

In compliance with Federal rules (Drug Free Schools and Communities Act Amendments P.L. 101-226), the following information is provided as a part of the work agreement and as a part of the official Board Policies.

- A. Possession of illicit drugs and alcohol on school rounds or on school buses or in school facilities or at school activities is strictly forbidden. Such possession will be grounds for disciplinary action as described in item D below.
- B. Use of such illicit drugs and alcohol while at work for the District or appearing for work under their influence shall be cause for disciplinary action.
- C. Sale of such illicit drugs or alcohol to other employees, students, or others on school grounds or buildings will be cause for immediate dismissal from employment with the right of due process.
- D. Disciplinary Sanctions:
  - 1) Possession of illicit drugs or alcohol on school property or use of such drugs or alcohol while at work or reporting for work under their influence, first offense:
    - a) Four-week layoff without pay and enrollment in an appropriate rehabilitation program. Such program must be completed prior to completion of disciplinary sanctions.
    - b) Appropriate rehabilitation will be at the employee's expense.
    - c) Any subsequent mandatory screening will be at the employee's expense.
  - 2) Second offense:
    - a) Dismissal from employment. Employees accused of such actions shall have the right of due process.

E. Insubordination:

No driver shall be disciplined, including reprimanded, suspended with or without pay, or discharged without just cause. Just cause shall include, but not be limited to:

- a) Incompetence
- b) Insubordination

- c) Moral misconduct
- d) Violation of any terms of this agreement

A driver who fails to notify the Director of Transportation when they cannot report for work will:

First Offense:	Receive a written reprimand.
Second Offense:	One-week suspension without pay.
Third Offense:	Automatic dismissal.

If the driver wishes to appeal said disciplinary action, she/he may request a hearing before the Board of Education to make said appeal. The hearing must be held within ten (10) working days of the appeal request. If said driver loses any wages because of the disciplinary action and it is overturned in the appeal to the Board, the driver shall receive all wages she/he would have been entitled to if she/he had never been disciplined.

***FRANKENMUTH SCHOOL DISTRICT WILL NOT DISCRIMINATE IN EMPLOYMENT OR OTHER MATTERS ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, MARITAL STATUS, MEDICAL CONDITION, HANDICAP, OR ANY OTHER LEGALLY PROTECTED STATUS.***

# FRANKENMUTH SCHOOL DISTRICT

## STANDARDS OF BEHAVIOR

All School District Employees:

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- B. Use of such illicit drugs and alcohol while at work for the District or appearing for work under their influence shall be cause for disciplinary action.
- C. Sale of such illicit drugs or alcohol to other employees, students, or others on school grounds or buildings will be cause for immediate dismissal from employment with the right of due process.
- D. Disciplinary Sanctions:
  - 1. Possession of illicit drugs or alcohol on school property or use of such drugs or alcohol while at work or reporting for work under their influence, first offense:
    - a. Four-week layoff without pay and enrollment in an appropriate rehabilitation program. Such program must be completed prior to completion of disciplinary sanctions.
  - 2. Second offense:
    - a. Dismissal from employment. Employees accused of such actions shall have the right of due process.