

GRAND BLANC SCHOOLS BUS DRIVER MANUAL



2019-2022

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Board Rights

The Board, on its own behalf and on behalf of the electors of the district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan and of the United States, provided that such rights and responsibilities shall be exercised by the Board and in conformity with the provisions of this manual. This manual shall include by way of illustration and not by way of limitation, the right to:

1. Manage and control the schools' business, the equipment, the operations and to direct the working forces and affairs of the Employer, but not in conflict with the specific provisions of this manual.
2. The right to direct the working forces, including the right to hire, promote, suspend and discharge employees, transfer employees, assign work to employees, determine the size of the work force and to lay off employees, but not in conflict with the specific provisions of this manual.
3. Determine the services, supplies and equipment necessary to continue its operations and to determine the methods, schedules and standards of operation, the means, and the institution of new and/or improved methods or changes therein, but not in conflict with the specific provisions of this manual.
4. Adopt reasonable rules and regulations, but not in conflict with the specific provisions of this manual.
5. Determine the qualifications of employees, but not in conflict with the specific provisions of this manual.
6. Determine the location or relocation of its facilities, including the establishment or relocation of new schools, buildings, departments, divisions or subdivisions, building or other facilities, but not in conflict with the specific provisions of this manual.
7. Determine the placement of operations, production, services, maintenance or distribution of work, and the source of materials and supplies, but not in conflict with the specific provisions of this manual.
8. Determine the financial policies including all accounting procedures, and all matters pertaining to public relations, but not in conflict with the specific provisions of this manual.
9. Determine the size of the management organization, its functions, authority, amount of supervision and table of organization, but not in conflict with the specific provisions of this manual.
10. Determine the policy affecting the selection of employees, but not in conflict with the specific provisions of this manual.

Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities and authority under the Michigan General School Laws or any other national, state, county, district, or local laws or regulations as they pertain to education.

Purpose

This manual is to identify practices and procedures for Grand Blanc Transportation Bus Drivers who are not members of a collective bargaining association.

Personal Security

A. Grand Blanc Transportation Bus Drivers shall be entitled to full rights of citizenship and a private life, and no religious or political activities or lack thereof shall be grounds for any discipline or discrimination with respect to employment.

B. The practices and procedures outlined in this manual and the wages, hours, terms and conditions of employment shall be applied without regard to race, color, gender, age, religion, height, weight, sexual orientation, marital status, disability and national origin.

Appeals and Review

Each Grand Blanc Transportation Bus Driver shall have the right to appeal decisions which affect the employee. The employee will discuss the decision first with the immediate supervisor. If the employee is not satisfied with the outcome of the discussion with the supervisor, an appeal may be made to the Deputy Superintendent. If the employee is still not satisfied with the outcome, an appeal may then be made to the Superintendent. See EDR attachment.

Working Hours

- A. Employees shall report for work allowing sufficient time for proper warm-up and pre-trip inspection of their vehicles and to leave the parking area in time to meet their schedule requirements.
- B. Employees shall remain after completing any run or trip long enough to properly maintain daily reports, cleaning buses, and be available for conferences regarding any bus incidents
- C. Drivers shall be available for all mandatory meetings
- D. Drivers shall attend Michigan Bus Driver Education programs in accordance with state requirements and be paid at a rate of \$10.00 per hour.

Driver Assignments

- A. Selection of candidates will be based on work record, attendance, tardiness records, and the ability to do the job requested. If these factors are relatively equal, the qualified candidate with the most seniority will prevail.
- B. All drivers, according to seniority will be provided a choice of driving assignments prior to the start of each school year, or as they occur.
- C. Drivers may apply for vacancies and/or new positions. If the vacancy is for a position at an equal rate, it will be at the discretion of the supervisor. If it is at a higher rate, seniority will prevail if acceptable by the supervisor.
- D. If a vacancy occurs, it will be posted for a period of three working days and filled by five calendar days after the posting period ends.
- E. Field trips shall be rotated among all route drivers on the field trip sheet starting with high seniority. Trips will be posted on Tuesday and assigned on Thursday.

- F. Drivers notified of a trip cancellation prior to a trip will not be charged for that trip. Those drivers shall then be offered the next available trip.
- G. Drivers that do not indicate if they are available or not for a trip, will be charged for that trip. Drivers that are assigned a trip and turn it in will be charged double for that trip. If turned in less than 24 hours they will be charged 4 times for that trip. An employee on an excused leave will be charged double.
- H. Drivers are not eligible for field trips that conflict with their regular runs. No bumping or trading trips.
- I. When transportation is notified of a trip after the posting date, it will be posted for a minimum of four hours. If there is not four hours notice the trip may be assigned to the first available driver. If a driver is not given 24 hour notice, they will not be charged for a trip.
- J. If a driver reports for a trip and it is cancelled without prior notification, the driver will receive one hour show-up time at field trip rate.
- K. A sign-up sheet will be posted prior to the closing of the school year for drivers desiring summer trips or runs. Trips shall be rotated among all route drivers.

Working Conditions

- A. It shall be the responsibility of employees to have an up to date physical examination prior to beginning their duties the first day of school. Such physical shall be in accordance with the Department of Transportation (DOT) guidelines. One DOT physical per year will be paid for.
- B. CDL required license will be reimbursed after 90 days of employment with a receipt of payment.

Economics

	2019-2020	2020-2021	2021-2022	Holidays & Weekends
Run Rate	\$17.00	\$17.50	\$18.00	
Shuttle	\$2.75	\$2.75	\$2.75	
Latchkey	\$1.30	\$1.30	\$1.30	
Field Trip	\$13.50	\$13.50	\$13.50	\$20.25
Meal Fee	\$6.00	\$6.00	\$6.00	
Meeting Rate	\$10.00	\$10.00	\$10.00	
Continuing Ed Class	\$10.00	\$10.00	\$10.00	

Holidays

- A. There shall be 9 paid holidays. Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year’s Eve Day, New Year’s Day, MLK Day, Memorial Day, Good Friday for which the drivers shall receive their regular package wage. To be eligible for such “holiday pay”, an employee must work his or her full assignment the last regular working day preceding the holiday and the first regular working day following such holiday, unless illness or other just cause can be substantiated.

Weather Days

- A. When weather and/or road conditions make it necessary to close school, drivers shall not report to work. Provided the state continues to allow the school district to not make up those days without a reduction in state aid, all route drivers will be paid for them. They will not be paid for the days which are required to be made up.
- B. Drivers on leave shall receive no pay for any snow or weather day which occurs while the driver is on leave.
- C. In cases of unusual emergencies or disasters, other than those referred to as weather days, there shall not be more than ten days paid in any one school year for time not actually worked. They will not be paid for the days which are required to be made up.

Insurance

To be eligible for health insurance, a driver must have a regularly assigned run. Only drivers who cannot be covered through another will qualify for medical insurance. Employees are not allowed dual coverage for health insurance. Fifteen (15) employees will be eligible for coverage, by seniority, for single subscriber health insurance. The health care provider will be determined by the employer and is at the sole discretion of the employer.

Health Insurance	* Vision Insurance	* Dental Insurance	*Life Insurance	Short Term Disability
\$200/400 deductible Copays: \$20 Office Visit \$10/20 Prescription \$25 Urgent Care \$50 Emergency Room	Annual coverage up to: \$16 exams \$21 Single Lenses \$24 Bifocal Lenses \$30 Trifocal Lenses \$36 Progressive Lenses \$9 Frames Or \$50 Contacts Full Family Coverage	50% Coverage on Class I and II benefits with a \$50 deductible. Coverage up to the annual max of \$1,200. Single Subscriber	\$10,000 Basic Term Life and AD&D up to age 70. Upon reaching age 70, benefit is reduced in accordance with the life insurance policy.	\$80 Weekly benefit 52 weeks maximum *includes \$5,000 Basic Term Life and AD&D

* For drivers that have regularly assigned runs and that do not take health insurance

Sick/PMLA Days

- A. A total of 9 sick/PMLA days per year will be granted to all Grand Blanc route drivers. Sick/PMLA leave will only be granted for illness or disability. A maximum accumulation of 60 sick days. Sick days must be taken in ½ day increments. All employee absences other than sick days require employer prior approval.
***Sick/PMLA days will default to any future language changes to this act in the event that the legislature takes action. This could include eliminating the terms of PMLA all together at which time the district would default to its previous interpretation and enforcement of family/personal illness time.**
- B. Drivers with 10 years of service will receive the following sick leave pay out on separation:
Up to 20 days - \$20 per day
20 to 40 days - \$30 per day
40 to 60 days - \$40 per day
- C. When the district is closed for the Christmas/New Year holiday or spring break, a driver that has a balance over 20 sick days, may use up to 3 sick days, so long as their remaining sick day balance would not drop below 20 days as a result of that use.
- D. Excessive absenteeism may be subject to discipline. An absence of 3 or more consecutive days will require a valid doctor slip. Deduct days are not allowed.

Longevity Pay

A Grand Blanc employee must complete at least 10, 15, or 20 years of seniority by December 31. Longevity pay will be paid in one payment on the first payroll date in December

Completion of	
10 years	\$300
15 years	\$400
20 years	\$500

Terminal Leave Pay

Grand Blanc Employees that retire from public school bus driving according to the following schedule. Service accumulated will be figured on seniority date or retirement years, whichever is greater.

Completion of*		
•	10-14 Years	\$15.00 per year
•	15-19 Years	\$25.00 per year
•	20 years or more	\$50.00 per year

Perfect Attendance

Grand Blanc drivers that have perfect attendance, except for funeral days, jury duty, or court dates are eligible to earn a perfect attendance bonus. The time periods are designated as follows:

- Beginning of school year through October 31
- November 1 through January 31
- February 1 through March 31
- April 1 through the last day of school

Consecutive time periods of perfect attendance shall result in an escalating bonus as follows:

1st = \$125.00

2nd = \$150.00

3rd = \$175.00

4th = \$200.00 (and each consecutive period thereafter)

If an employee does not achieve perfect attendance in a consecutive time period, then the employee shall revert to the \$125.00 level the next time period the employee achieves perfect attendance.

Funeral Leave

Employees will have a funeral leave granted when a death occurs in the employee's immediate family, i.e. spouse, parent, parent of a current spouse, step-parent, child, stepchild, brother, sister, step-brother, step-sister, grandparent, grandchild, or corresponding in-laws. The employee, upon request, will be excused for 3 consecutive work days when uninterrupted by holidays or school breaks following the date of death, one of which must be the day of the funeral provided the employee attends the funeral. Documentary evidence must be presented satisfactory to the supervisor. Additional time may be given at the discretion of the supervisor.

Jury Duty

Employees who are called for jury duty shall be paid full regular salary with remission of jury duty pay for work days to the District. In order to receive payment, the employee must:

- Give the District prior notice of impending jury duty.
- Furnish evidence satisfactory to the District that jury duty was performed.
- If the employee is release from jury duty before the normal work day is completed, the employee shall report to work for the remainder of the day.

Leaves of Absence

- A. Occupational disability leave will be granted to an employee with a compensable occupational disability under the Workman’s Compensation Act, as amended. Such leave will be extended for a period that compensation is received, or until the employee is approved for return to work with a written release from the employee’s physician. No compensation will be paid until after the 7th calendar day of injury. Compensation will be paid for the duration of the absence under the terms of the Worker’s Compensation Act. If the injury causes absence of 2 weeks, the first 7 days will also be paid.
- B. Sick or non-occupational disability leave of absence shall be granted to an employee not to exceed 60 calendar days, upon confirmation of the duration and nature of the illness or disability in the form of a doctor’s statement in writing.

Disciplinary Suspensions and Discharges

All school bus drivers, while engaged in their assigned duties, are representatives of Grand Blanc Community Schools. Their appearance, personal habits, and attitudes reflect on both the drivers as a group and the school system as a whole.

Disregard of the above factors may result in discipline up to suspension, or discharge. An employee may be disciplined for failure to follow reasonable rules and regulations.

In imposing discipline, suspension or discharge of an employee, the supervisor will follow the principle of progressive procedures as follows:

1 st Offense	-	Documented Verbal Warning
2 nd Offense	-	Written Reprimand
3 rd Offense	-	One Day Suspension Without Pay
4 th Offense	-	3 Days Suspension Without Pay
5 th Offense	-	Suspension and/or Discharge

An offense may be initiated at a higher level for just cause. See guidelines for disciplinary offenses attached.

With regard to Class III offenses of verbal and written reprimands: Provided the employee does not have any discipline within the last five years, the employer shall not consider the above in any future discipline.

GUIDELINES FOR DISCIPLINARY OFFENSES

TRANSPORTATION

Steps of Discipline:

- A. Documented verbal warning
- B. Written reprimand
- C. One day suspension
- D. Three day suspension
- E. Discharge

Class I Offenses:

Penalty:

- | | | | | |
|----|--|---------------|----|-----------|
| 1. | Theft. | First offense | E. | Discharge |
| 2. | Conviction or commitment on any criminal act. | First offense | E. | Discharge |
| 3. | Falsification of personnel records. | First offense | E. | Discharge |
| 4. | Possessing concealed or unauthorized weapons or explosives on employer property. | First offense | E. | Discharge |
| 5. | Absence for three or more days without having prior employer approval. | First offense | E. | Discharge |

- | | | | | |
|-----|---|---------------|----|-----------|
| 6. | Bringing intoxicants into or consuming intoxicants on employer property. | First offense | E. | Discharge |
| 7. | Reporting for work while under the influence of intoxicants in any degree whatsoever. | First offense | E. | Discharge |
| 8. | Use or possession of illegal substances (drugs). | First offense | E. | Discharge |
| 9. | Willful damage to employer property or equipment. | First offense | E. | Discharge |
| 10. | Disorderly conduct, immoral conduct, or insubordination. | First offense | E. | Discharge |
| 11. | Suspension of driver's license. | First offense | E. | Discharge |

Class II Offenses:

- | | | | | |
|----|--|----------------|----|----------------------|
| 1. | Negligence (fault of the employee) involving personal injury or damage or liability exceeding \$2,000.00. | First offense | D. | Three day suspension |
| | | Second offense | E. | Discharge |
| 2. | Receiving two or more traffic violations while driving a bus for the school district in the prior three years. | First offense | D. | Three day suspension |
| | | Second offense | E. | Discharge |

3. Negligence (fault of the employee) involving more than \$200 but less than \$2,000.00 in damage or liability to the Employer

First offense C. One day suspension

Second offense D. Three day suspension

Third offense E. Discharge

4. Failure to report accidents as soon as possible.

First offense C. One day suspension

Second offense D. Three day suspension

Third offense E. Discharge

5. Leaving job assignment during working hours without permission.

First offense C. One day suspension

Second offense D. Three day suspension

Third offense E. Discharge

6. Fighting (non-verbal) on employer property.

First offense D. Three day suspension

Second offense E. Discharge

Class III Offenses:

Penalty:

1. Documented tardiness.

- | | | |
|----------------|----|---------------------------|
| First offense | A. | Documented verbal warning |
| Second offense | B. | Written reprimand |
| Third offense | C. | One day suspension |
| Fourth offense | D. | Three day suspension |
| Fifth offense | E. | Discharge |

2. Engaging in horseplay, scuffling, or throwing objects.

- | | | |
|----------------|----|---------------------------|
| First offense | A. | Documented verbal warning |
| Second offense | B. | Written reprimand |
| Third offense | C. | One day suspension |
| Fourth offense | D. | Three day suspension |
| Fifth offense | E. | Discharge |

3. Failure to notify supervisor at least one hour before reporting time when unable to perform assignment.

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|----------------|----|---------------------------|
| First offense | A. | Documented verbal warning |
| Second offense | B. | Written reprimand |
| Third offense | C. | One day suspension |
| Fourth offense | D. | Three day suspension |
| Fifth offense | E. | Discharge |

4. Repeated negligence (fault of the employee) involving less than \$200 in damages or liability to the employer.

- | | | |
|----------------|----|---------------------------|
| First offense | A. | Documented verbal warning |
| Second offense | B. | Written reprimand |
| Third offense | C. | One day suspension |
| Fourth offense | D. | Three day suspension |
| Fifth offense | E. | Discharge |

5. Making false, vicious or malicious statements about any employee or supervisor.

- | | | |
|----------------|----|---------------------------|
| First offense | A. | Documented verbal warning |
| Second offense | B. | Written reprimand |
| Third offense | C. | One day suspension |
| Fourth offense | D. | Three day suspension |
| Fifth offense | E. | Discharge |

6. Failure to follow established safety procedures.

- | | | |
|----------------|----|---------------------------|
| First offense | A. | Documented verbal warning |
| Second offense | B. | Written reprimand |
| Third offense | C. | One day suspension |
| Fourth offense | D. | Three day suspension |
| Fifth offense | E. | Discharge |

7. Poor housekeeping or unsanitary conditions on the bus.

- | | | |
|----------------|----|---------------------------|
| First offense | A. | Documented verbal warning |
| Second offense | B. | Written reprimand |
| Third offense | C. | One day suspension |
| Fourth offense | D. | Three day suspension |
| Fifth offense | E. | Discharge |

8. Unkempt appearance.

- | | | |
|----------------|----|---------------------------|
| First offense | A. | Documented verbal warning |
| Second offense | B. | Written reprimand |
| Third offense | C. | One day suspension |
| Fourth offense | D. | Three day suspension |
| Fifth offense | E. | Discharge |

9. Failure to follow established rules and regulations.

- | | | |
|----------------|----|---------------------------|
| First offense | A. | Documented verbal warning |
| Second offense | B. | Written reprimand |
| Third offense | C. | One day suspension |
| Fourth offense | D. | Three day suspension |
| Fifth offense | E. | Discharge |

EMPLOYMENT DISPUTE RESOLUTION

For the settlement of any and all claims, disputes or controversies arising out of, or relating to, my employment with Grand Blanc Community Schools, I agree these matters will be settled through the Employment Dispute Resolution Plan (“EDR”). EDR claim settlement(s) are finalized exclusively by binding arbitration before neutral arbitration. Judgment upon the award rendered by the arbitrator may be entered in any court or competent jurisdiction. Any dispute will be processed in accordance with the school district’s Employment Dispute Resolution Plan. By way of example only, such claims include claims under federal, state and local statutory or common law, such as the Elliot-Larsen Civil Rights Act, MCL 37.1101 et seq., the Older Workers Benefit Protection Act of 1990, the Persons with Disabilities Act of 1964, as amended, including the amendments of the Civil Rights Act of 1991, the Americans with Disabilities Act, the law of manual and the law of tort. This agreement does not restrict an employee from filing a claim or charge with any state, federal or governmental agency. I understand that my agreement to participate in the EDR Plan is a condition for consideration of my employment application and for my employment.

Signature _____ Date _____