

2016-17 Bus Driver Procedures

Beginning this year, bus drivers and monitors will be paid on a per route basis, a.m. or p.m., as opposed to a driver stipend. The route rate is \$20 each a.m. or p.m. for drivers and monitors. If you do not drive the route, you will not receive pay.

Route drivers and monitors will report to David Tidwell and need to notify him if they will be unavailable to complete a route. David will get substitute drivers and monitors for routes.

Each bus is provided with a binder containing route sheets to be completed each day. If a bus monitor is required for the route, there is also a designated place for signature. A daily roster is required to be completed both a.m. and p.m. This is the form that will be used to calculate pay for drivers and monitors. (This is your proof that you drove the route each day.)

Route rosters will be collected weekly by Kim King. She will calculate the number of days per driver/monitor for the month. Faye McBride will then process through payroll and drivers/monitors will be paid monthly for their driving services. Please make sure you complete the route roster daily to insure accurate pay.

Bus drivers and monitors will be paid for the whole month on the following paycheck. We believe paying you for the whole month will be easier for you to keep track of, and more accurate, as well as give us ample time to process paperwork. For example, all routes driven in August will be paid on the September payroll. This means your December check will be short by approximately 10 routes (if you drive a.m. and p.m.) due to Thanksgiving break. January check would be short approximately 20 routes due to the Holiday break. April check will be short by 10 routes due to Spring Break. May routes will pay on June's check, but other summer checks will not include bus driving/monitor pay.

Extracurricular coaches/sponsors who are bus drivers after hours will continue to complete the online form within 7 days of the event to receive pay. Extracurricular pay is \$25 per event for the driving coach/sponsor. They will also need to complete the travel voucher for the trip located in the binder on each bus/vehicle. If a coach or sponsor is not available to drive for their event, a driver will be assigned and paid accordingly.

Extracurricular event bus needs will require completion of a Transportation Request found online under Staff, Online Forms. Jay Jameson will assign vehicles/buses for extracurricular events. If you schedule an event, and it is not completed, please make Jay Jameson or Kim King aware so that the Transportation Request page can be updated.

- School bus driver physicals are required annually by the state of Texas, as well as Edgewood ISD.
- Bus driver certification/recertification is required based on expiration date.
- Copies of driver's license and certification are due to Kim King based on expiration. She will also be sending reminders if the expiration dates are approaching.
- Special Education route drivers and monitors will need to be CPR/First Aid certified. A copy of certification cards should be presented to Kim King to be kept on file.
- Confirmation of driver eligibility annually is required and will be completed by Faye McBride.

I have received, read, understand and agree to the terms of the EISD Bus Driver Procedures.

Signature

Date