

2017-18 Bus Driver Procedures

We appreciate you taking on the responsibility of a bus driver for our district and value your time in this important role. Bus drivers and monitors will be paid \$20 per route, a.m. or p.m.

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

Each bus is provided with a binder containing route sheets to be completed each day. Route sheets with completed roster information will be provided by each bus driver/team of drivers. If a bus monitor is required for the route, there is also a designated place for the monitor's signature. A daily roster is required to be completed both a.m. and p.m. Please make sure student attendance for the route is indicated with a check mark for each route. 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 and pay will be determined by the signatures on the page.)

Route rosters will be collected at the end of each month by Kim King. She will calculate the number of routes per driver/monitor for the month. She will email each driver/monitor a report of the pay for the month. If you do not have access to email, she will print and send you, through school mail, your information. 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. Months following a period where there is an extended break (Thanksgiving, Christmas holiday and Spring Break) will show a decreased amount of pay for routes not completed during those times.

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 on the district's web page under Staff, Online Forms, Transportation Request. 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 DOT physicals are required annually by the State of Texas, as well as Edgewood ISD. Please pick up your paperwork from Kim King regarding the physical exam in order for the school to be billed for any fees associated with your DOT physical.
- Bus driver certification/recertification is required based on expiration date. Kim King will get you the PO# required for scheduling your certification/recertification course.
- 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