

ADDENDUM TO:

OSEA Collective Bargaining Agreement

**WORK RULES
PUPIL TRANSPORTATION HANDBOOK
SUPPLEMENT**

ASHLAND PUBLIC SCHOOLS

July 1, 2013

These work rules are a supplement to the Pupil Transportation Handbook. Transportation Department employees are expected to be familiar with the contents of both documents.

WORK RULES

CHECK-IN

When arriving for each driving assignment, drivers will follow the check-in procedure outlined by the Transportation Coordinator. The check-in process includes allowing sufficient time to sign in, review the blackboards, check mail box, and to speak with the Transportation Coordinator as needed. It is a part of a driver's job to be aware of all posted information.

VEHICLE SAFETY

Thirty (30) minutes per day will be allowed for the AM and PM pre-trip which should normally consist of ten (10) minutes in the morning and twenty (20) minutes in the afternoon. If the driver determines a time adjustment needs to be made, the driver shall notify the Transportation Coordinator.

Short Pre-Trip

1. Start the engine. At engine RPM of 1500 or less, complete short pre-trip check based on the appropriate checklist. (See Appendix for checklists)
2. Any deficiency or malfunction of any equipment or components of the bus that occurs while in use or identified during the safety inspection shall be reported as soon as possible in writing and on the appropriate form to the Transportation Coordinator. Once the deficiency or malfunction has been remedied, or if no remedy was needed, a written copy of the form noting any actions taken shall be made available to the reporting driver.
3. The driver shall not transport students unless the bus is safe to operate. (OAR 581-053-0230) This will be determined by the school district mechanic(s) and/or the Transportation Coordinator. If the driver still has questions or concerns about the safe operation of the bus, the driver shall speak to the Transportation Coordinator.
4. If leaving the bus for any reason, the driver shall check the bus for children and then place the "bus empty" sign in the back window.

Commercial Driver's License (CDL) Pre-Trip

The driver will go through the full CDL checklist before the bus leaves for the PM route and/or any trip.

Post-Trip

1. The bus will be washed on the outside by mechanics and cleaned inside by drivers as needed.
2. Drivers shall inspect interior of bus at the conclusion of each run to check for children, lost items, vandalism, seat repair needs, etc., and will then place the "bus empty" sign in the back window.

ROUTE BIDDING PROCEDURE

A driver assigned a regular route normally remains in that route unless the driver successfully bids on a new or vacant route. All newly established or vacated existing routes are subject to bid. Such available routes will be posted internally not less than seven (7) working days on the chalkboard by the Transportation Coordinator. The posting shall include the route number, number of work hours and/or number of base hours with notice the hours are subject to change (if special needs route), and whether the position is benefitted or non-benefitted. Any subsequent vacancies that occur as a result of a current driver successfully bidding for a new or vacant route shall be posted internally not less than three (3) working days on the chalkboard by the Transportation Coordinator.

At any time during the year, if a change occurs in a route that would result in a change in benefit eligibility, the route will be posted internally for bid.

Bidding will be by seniority of all drivers in the bargaining unit in accordance with the collective bargaining agreement.

If no regular driver or relief driver bids for a new or vacant route, the Transportation Coordinator may select an outside applicant.

Drivers will be notified by the Transportation Coordinator of route openings that occur during summer months. Such routes will be open for at least fifteen (15) working days and bids shall be submitted in writing within that timeframe. Generally, such openings shall be posted by August 1st, and drivers will be notified in the notice of training.

When a route is filled, notice of the assignment shall be posted on the board within five (5) days after the applicants have been notified of the results.

No regular route shall be assigned to any management employee unless a classified bargaining unit qualified driver is not available.

ABSENCES/SUBBING

In the event of the absence of a regular route driver or special needs driver for all or part of his/her regular route, and no relief driver, grounds/driver, or substitute is available, bus mechanics who are willing and able to drive all or part of the regular route or special needs route shall be provided the opportunity to do so on a rotational basis. Exceptions may be made based on the needs of the department as determined by the Transportation Coordinator. (See Appendix for flowchart)

No regular route or special needs route shall be assigned to any management employee unless a qualified classified bargaining unit driver is not available. Every effort will be made to find a qualified classified bargaining unit driver.

SUPPLEMENTAL ASSIGNMENTS – TRANSPORTATION DEPARTMENT

Supplemental Assignments in the Transportation Department, which may include but not be limited to Office/Standby, Special Needs Scheduler, Office/Type 20/Cleaning, and Summer Bus Cleaning, shall be assignments subject to bid. When two (2) or more bus drivers who have applied for a supplemental assignment are equally qualified to fill the position as determined by the District, District-wide seniority will be the basis for assignment. Criteria to be used when determining qualifications shall include:

- Employee evaluations
- Experience/qualifications/knowledge

The supplemental assignment shall not be open for bid again until the incumbent vacates the assignment.

BULLETIN BOARD

Except for space specifically set aside for employee use, District bulletin boards and chalkboards are for District information only. The Transportation Coordinator is responsible for maintaining up-to-date information. OSEA sanctioned literature is acceptable on the designated OSEA bulletin board and is maintained by the OSEA building representative.

ALCOHOL AND CONTROLLED SUBSTANCES

The District strictly prohibits the sale, transportation, possession, or use of any intoxicant or any non-prescribed controlled substance as defined by law, while on District property or during work hours, including meal periods. This includes all alcoholic beverages and marijuana.

Drivers are not to use any intoxicant in the eight-hour period before work. No employees may report to work under the influence of any intoxicant or controlled substance per OAR 581-53-230.

You are considered to be “under the influence” whenever, in the District’s determination, an intoxicant or controlled substance impairs your ability to safely or efficiently perform assigned work, or whenever your blood alcohol content exceeds .04% as prescribed for Commercial Motor Vehicles (CMV) operators by State and Federal Law. If the District has reasonable suspicion of impairment, the employee will have two (2) test samples taken at a licensed facility at District expense with the right to appeal the findings to arbitration per the current collective bargaining agreement. Drivers are also subject to random drug testing.

OVER-THE-COUNTER DRUGS

Drivers are encouraged to report to the Transportation Coordinator any over-the-counter drug or medication which may adversely affect the driver’s driving ability or job performance.

If there is a question whether a driver should be driving while using some over-the-counter drug or medication, the District shall refer the matter to a District designated doctor at the district’s expense.

COLLECTIONS & SOLICITATIONS

Employees should not be subjected to solicitation by, or on behalf of, any outside organizations, firm, or individual at the work place or on working time. Therefore, the District has established the rules (See District Policy GBI) below concerning solicitation and distribution of written material. Failure to comply with these rules may result in disciplinary action per the current OSEA collective bargaining agreement.

No employee shall distribute or circulate any written material in work areas at any time without approval of the Transportation Coordinator. The current classified building representative (OSEA) sanctioned material shall be accepted without restrictions, any other material must be approved by the Transportation Coordinator.

TRIPS

Trip Assignment Procedure

1. Trips will be assigned equitably by the Transportation Coordinator or his/her designee the week prior to the scheduled trip when possible.
2. With the exception of designated Trip Routes as specified in item 3 below, trips that interfere with Bus Route time will be assigned to available relief drivers.
3. The Transportation Coordinator shall identify routes to be designated as Trip Routes. Drivers who successfully bid on those Trip Routes must agree to be available to take trips at all times. More than three (3) documented trip refusals within one (1) school year will result in the loss of the Trip Route and that route will be opened for bid. Any trips declined when there is less than 48 hours notice will not be considered as a trip refusal. Trip refusals will not be charged when a driver is on approved leave.
4. No trip shall be assigned to any management employee unless a qualified classified bargaining unit driver is not available. Every effort will be made to find a qualified classified bargaining unit driver.
5. All weekday trips which do not interfere with Bus Route times will be offered to the Route Drivers, Relief Drivers and Trip Route Drivers on a rotating basis. All drivers shall keep the Transportation Coordinator informed in writing of their availability to take trips.
6. The Transportation Coordinator will maintain the right to make exceptions in emergency situations. Emergency conditions are created by a shortage of drivers due to the following conditions:
 - a. sickness
 - b. excessive work load
 - c. weather conditions
 - d. unforeseen emergencies
 - e. short notice
 - f. cost effectiveness
 - g. equipment limitations.

7. The Transportation Coordinator shall ensure equitable distribution of trip hours of current trip route drivers, whenever possible. The Transportation Coordinator shall maintain a trip log for all trips. The log shall be available for inspection by the trip route drivers and the Association upon request.
8. When a trip route is vacated, it will be posted as a Trip Route if the Transportation Coordinator deems there is a need for a Trip Route. In the event it is not filled, it will revert back to a regular route.

Trip Cancellations

Drivers shall receive at least one-half (1/2) of the driving wage rate and at least one-half (1/2) of the wait time rate for a cancellation of driving assignment when drivers do not receive a 24 hour notice.

Wait Time

Wait Time or Training Time is defined as non-driving time during which a driver is:

1. Attending scheduled training classes.
2. Between route and/or trip driving assignments where the interval is one hour or less. Wait time is paid if there is less than an hour between the end of the route and the beginning of a trip, between the end of the trip and the beginning of a route, or in-between two parts of a route.
3. In the interval at a trip destination when the driver is not actually driving, except for overnight trips.
4. Riding a bus for the purpose of learning a route.
5. Driving an unloaded bus for the purpose of learning and/or vehicle familiarization.

Wait Time does not include pre-/post-trip inspections, loading/unloading the bus, cleaning the bus, completing paperwork, and/or any time spent handling emergencies and/or mechanical failures.

Drivers on wait time are not required to remain at the destination site, but must be accessible by telephone and no farther than fifteen (15) minutes from the destination site.

PRIVATE ACCIDENTS, CITATIONS, AND ARRESTS

Whether on or off the job, any District Bus Driver who becomes involved in a motor vehicle accident, receives a moving traffic citation, or is arrested for a criminal offense, must promptly notify the Transportation Coordinator.