

# Geneva Community Unit School District 304



## School Bus Driver/School Bus Monitor Working Conditions Agreement

July 1, 2023 - June 30, 2026

Board of Education Approved 05/22/2023

The purpose of the Geneva District 304 Transportation System is to transport all students safely.

The safe transportation of students includes the continuous training of efficient operating procedures, safety enhancements, and effective communications for all employees.

Each employee will possess a high level of integrity, professional image, and safety-first mentality.

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# SCHOOL BUS DRIVER

## 1. Conditions of Employment

1.1 School bus drivers must adhere to all applicable policies and/or regulations set forth by the following entities:

- Geneva CUSD 304 Board of Education
- FMCSA
- FMCSA - Clearinghouse
- ISBE
- IDOT

1.2 Drug and Alcohol Testing

- A query, through the FMCSA Clearinghouse, will be conducted on each driver, annually.
- Drivers will be subject to monthly random drug and alcohol testing.
- Once a prospective school bus driver in training obtains their Commercial Learner's Permit (CLP), they must be part of the FMCSA Clearinghouse. Both FMCSA and Geneva CUSD 304 require school bus drivers to continue to be part of the Clearinghouse for the duration of their employment as a school bus driver.

1.3 DOT Physical Exam

Fit for Duty - The day of the August in-service safety meeting and state mandated 2-hour refresher course will be a paid workday for school bus drivers; and for most drivers it is considered the return to work after summer break. **It is the employee's responsibility to return fit for duty.** If a driver has had any serious medical issues from their last date of driving through the date of the August in-service meeting, or if a driver was out for medical reasons prior to the end of the previous school year, it may be necessary for the driver to get additional medical clearance prior to returning to work. The driver should contact the Director of Transportation, Assistant Director of Transportation, or designee, if they are uncertain if they need additional medical clearance.

Drivers who are not cleared and fit for duty may not:

- Bid on a route
- Attend the August in-service
- Attend the 2-hour refresher at the August in-service

1.4 Probationary Period

All school bus drivers are subject to a one (1) year probation period from the official employment date.

1.4.1 The official **employment** date is the date a prospective driver signs the HR employment terms.

1.4.2 The official **seniority** date will be determined by the start date of behind-the-wheel training.

1.4.3 Drivers will be evaluated at least two (2) times during the one (1) year probationary period.

- 1.4.4 After their one (1) year probationary period, all drivers will be evaluated at least one (1) time during the school year.
- 1.4.5 A driver in his/her first ninety (90) days of work, which excludes non-attendance days in June, July, and August is not eligible for:
- Field trips
  - Substitute driver for SPED
  - Substitute driver for Activity Routes
- Exception to 1.4.5:
- A new driver, without prior experience, assigned to a route requiring mandatory field trips.
  - A new driver, without prior experience, assigned to a substitute school bus driver position.
- 1.8 The decision to allow a new school bus driver to bid on a mandatory field trip route, or a substitute school bus driver position, will be at the discretion of the Director of Transportation, Assistant Director of Transportation, or designee.
- 1.9 Professional Attire
- 1.9.1 Proper dress code will be enforced by the Director of Transportation, Assistant Director of Transportation, or designee. The following dress code applies:
- Shorts (should be loose fitting)
  - No spandex or excessively tight clothing
  - No athletic, running, or bicycle shorts are allowed
  - No shorts shorter than 4 inches above the knee
- 1.9.2 Shoes (acceptable: gym-shoes, loafers, low heeled dress shoes and or boots).
- No rubber flip-flops
  - No sandals
  - No moccasins
  - No leather soles (must be rubber non-slip soles)
  - No high heels or shoes with more than 1 ½ inch heels
  - No croc footwear
  - No sling backs
- 1.9.3 Shirts:
- No tank tops or halter-tops
  - No low-cut revealing shirts or blouses
  - No T-shirts with slogans or inappropriate logos
- 1.10 Hours of Service
- It is recommended to never exceed the requirements of the Hours of Service for Motor Carriers of Passengers regulations, with a max of ten (10) hours behind the wheel in a 15-hour on-duty period, followed by a minimum of eight hours off duty to rest.
- 1.11 Safety Meeting Attendance
- All school bus drivers must attend the monthly safety meetings.

- The first meeting of the new school year will be the August in-service, which includes the state mandated 2-hour refresher course. The date of the August in-service will be determined by the Director of Transportation, Assistant Director of Transportation, or designee, and will usually occur during the week prior to the first day of school.
- Two safety meetings are scheduled each month (September through May) for driver's convenience. Drivers must attend the meeting that least affects their route.
- Drivers will be compensated for their attendance at the safety meeting at their "RegEd" hourly route rate of pay.

#### 1.12 Calendars

The official school calendar, for student attendance, determines the workdays that school bus drivers are expected to drive a school bus.

- The Director of Transportation, Assistant Director of Transportation, or designee will provide all school bus drivers with the official school calendar upon approval of the Board of Education.
- All new school bus drivers will be given the official school calendar for the current school year and each subsequent school year upon hire.

## 2. Seniority

- The official employment date is the date a prospective driver signs the HR employment terms.
- The official seniority date is the start date of behind-the-wheel training.
- If two or more drivers have the same seniority date, the date and time of acceptance will establish seniority.
- If a driver is out on an extended medical leave which impacts their school bus permit renewal, they will lose their seniority.
- If a driver leaves the district as a school bus driver either by working in another position, department, or ceasing employment with the district and are rehired:
  - The driver will not retain their previous seniority and the new employment date will be used for all seniority purposes.

## 3. Reimbursement - Permit & Training Fees

The district shall reimburse school bus drivers for:

- Illinois Secretary of State school bus driver permit fee
- Illinois Secretary of State 4-year license renewal
- ISBE required 8-hour initial class for school bus drivers in training
- ISBE required 2-hour refresher course for current school bus drivers

## 4. Time Off

### 4.1 Paid and Unpaid Leave

4.1.1 Individuals employed as school bus drivers in District 304 are expected to work each day of student attendance during each school year.

- 4.1.2 An absence for any reason other than illness on a school day creates an undue hardship for the efficient operation of the transportation department. Therefore, drivers are discouraged from requesting time off on school days.
- 4.1.3 If such requests are made, due to a major life event, the Director of Transportation, Assistant Director of Transportation, or designee, will use the following process to consider each request:
- Any request for time off, for reasons other than illness, should be submitted to the Director of Transportation, Assistant Director of Transportation, or designee, when conditions permit, at least two weeks in advance of the requested absence.
  - No more than three absence requests, for reasons other than illness, will be approved on any school day.
- 4.1.4 Requests for time off will not be considered:
- During the first and last week of school
  - The day before or after a school holiday
  - The day before or after a school vacation period
  - Any Geneva 304 half day of school
- 4.1.5 A request for an absence on a day described in 5.1.3 or for more than two consecutive school days, for reasons other than illness, is subject to review and approval by the Assistant Superintendent of Human Resources, and the Director of Transportation, Assistant Director of Transportation, or designee. These types of requests will be denied for the purpose of secondary employment, recreation, or vacations. Consideration will be given for major life events. However, all requests will be reviewed on a case-by-case basis.
- 4.1.6 The district may require a physician's statement as a condition for payment and use of days.
- 4.2 Sick Leave
- 4.2.1 Maintaining good attendance is a condition of employment and an essential function of the job. To minimize hardships that may result from illness or injury, the district provides paid sick leave benefits to eligible employees with the following rules.
- 4.2.2 Sick leave taken on a repeated basis or in a pattern (i.e., every Monday) may be viewed as an abuse of the system. Excessive unexcused and/or excused absences are cause for progressive corrective action and may result in dismissal.
- 4.2.3 Drivers requesting to return to work after a serious medical condition will need to provide a release from their physician to include "as a school bus driver". This release along with a RTW physical at Aurora Advocate – Batavia (Dreyer Medical Clinic) will be required before returning to work.
- 4.2.4 Drivers in Geneva CUSD 304 qualifying for membership in the Illinois Municipal Retirement Fund (IMRF) shall be eligible for sick days in accordance with the schedule in 6.4.

- 4.2.5 Sick leave shall include absence for:
  - Personal illness or injury
  - Pregnancy and/or childbirth and any related medical condition
  - Serious illness or death in the immediate family. Immediate members of the family shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parent-in-law, brothers-in-law, sisters-in-law, and legal guardians.
- 4.2.6 Sick leave pay is determined based upon the scheduled daily route time. Field trip pay is not included in sick day pay.
- 4.2.7 Sick leave day(s) taken before or after a school holiday, the day before or after an extended break, on or adjacent to any half day of school will not be compensated unless a note from licensed physician is presented to the Director of Transportation, Assistant Director of Transportation, or designee within three (3) days of the absence. The Director of Transportation, Assistant Director of Transportation, or designee may approve additional days in the event of extraordinary circumstances.
- 4.2.8 Three (3) or more consecutive sick leave days will not be compensated unless a note from a licensed physician is presented to the Director of Transportation, Assistant Director of Transportation, or designee within three (3) days of the absence. The note from the licensed physician must also clear the driver to return to work.
- 4.2.9 If a driver needs to call in sick, they must speak directly to the Director of Transportation, Assistant Director of Transportation, or the Driver's Supervisor. Leaving a voicemail, texting, or sending an email is not acceptable. Drivers must call in during one of the following times:
  - AM Routes – between 6:00 and 6:15 am
  - Mid-Day Routes – at least 90 minutes prior to the scheduled start of the route
  - PM Routes – at least 90 minutes prior to the scheduled start of the route
- 4.2.10 If a driver returns from any extended absence prior to the scheduled return date, the driver will be allowed to return to work. The substitute driver's assignment ends upon the return of the regular driver.

4.3 Personal Leave

- 4.3.1 Once a school bus driver qualifies for IMRF personal leave will be paid at completed years of service, in accordance with the following schedule:

Completed years of service	Personal days
0-4	2 days
5-9	3 days
10+	4 days



- 4.3.2 During the first year of employment, personal leave will be prorated from the first day of employment through June 30.
- 4.3.3 Unused personal leave will convert to sick leave at the end of the fiscal year.
- 4.3.4 Personal leave should not include requests for:
  - Secondary employment
  - Recreational time
  - The day before or after an extended breakPersonal leave can be used to conduct legal business, observe religious holidays, attend funerals not covered by sick leave, or attend to family matters (e.g., weddings, graduations, taking a child to college).
- 4.3.5 Personal leave requests should be submitted using the "day off request" form with as much advance notice as possible.
- 4.3.6 All personal leave requests are subject to review and approval by the Director of Transportation, Assistant Director of Transportation, or designee.
- 4.3.7 Drivers are not required to disclose the reason for requesting personal leave except in the following situations:
  - More than two consecutive days
  - Adjacent to a holiday
  - Adjacent to a vacation period
  - Early dismissal days
  - During the months of May or June

#### 4.4 Jury Duty

School bus drivers will be compensated normal route pay while serving jury duty. In order to receive their normal route pay, the driver must sign over and forward the check received from the judicial authority for the daily per-diem to the Director of Transportation, Assistant Director of Transportation, or designee. The district will also reimburse for mileage that was included in the check from the judicial authority.

### 5. Health Insurance

Geneva School District is following health care compliance laws under the government's Affordable Care Act and any successor plan deemed applicable in the future by the Federal government. Should a driver meet the Federal law rules that require the district to offer health insurance (ex. Employees who work at least 30 hours on average during the annual Affordable Care Act Measurement Period), such driver will be offered benefits set forth in the agreement between the Board of Education and the Geneva Education Association. Payment for summer health insurance premiums for eligible bus drivers are subject to change per the Educational Support Service Personnel Handbook.

6. IMRF

- 6.1 All school bus drivers whose combined route and field trip hours average in excess of 3 ½ hours per day will participate in the Illinois Municipal Retirement Fund (IMRF). The statutory requirement is 4.5% of gross salary.
- 6.2 Drivers who have previously qualified for participation in IMRF, who may have a regularly scheduled route less than 3.5 hours per day, will have an administrative review to determine if they qualify for IMRF because of additional duties performed for Geneva District 304.
- 6.3 Unused sick leave days at the end of the school year carry forward to the next school year. Upon leaving the district, unused sick leave will be reported to IMRF.
- 6.4 Drivers who qualify for participation in IMRF, shall be eligible for ten (10) sick days per year; additionally, the district will provide sick days per completed school years in accordance with the following schedule:

Completed years of service	Sick leave allotment
1-10	10 days
11-15	12 days
16-20	14 days
20+	16 days

7. 403(b) Retirement Plan

A 403(b) Plan is a retirement plan available to all school district employees. Contributions can be made on a pre-tax can be made on a pre- tax (traditional) or post-tax (Roth) basis. Contributions and earnings on investments can grow tax-deferred until the time of retirement, when withdrawals are taxed as ordinary income.

Eight 403(b) investment providers have been allowed to offer 403(b) plans to district staff. You will need to contact one of the approved investment providers to determine the type of 403(b) product that best meets your financial goals. Once your account is set up, you will need to complete and return a 403(b) Payroll Deduction Authorization Form to Human Resources. 403(b) plans may be started, changed, or terminated quarterly (January 1, April 1, July 1, or October 1). The 403(b) Payroll Deduction Form must be sent into Human Resources at least 15 days prior to the quarterly effective date.

Benefit questions can be addressed to the Benefits Specialist in Human Resources; phone (630)463-3057.

Links to the required forms and information guides from our Approved Investment Providers can be found at:

<https://studentsgeneva304.sharepoint.com/hr/SitePages/Retirement-Resources.aspx>

## 8. Route Bid

### 8.1 Defined

8.1.1 The establishment, assignment, and administration of all school bus routes shall be the responsibility of the Director of Transportation, Assistant Director of Transportation, or designee.

8.1.2 Assignment of route(s) will be based upon the following criteria (each criterion listed below has equal weight following seniority):

- Seniority
- Nature of route
- Performance in prior years
- Driver preference

8.1.3 All school bus routes will be available for viewing by school bus drivers in August as designated by the Director of Transportation, Assistant Director of Transportation, or designee, prior to the picking of routes. Drivers will have no less than two (2) days to review all routes.

8.1.4 Drivers will be scheduled to meet with the Director of Transportation, Assistant Director of Transportation, or designee, based on seniority, to select their route for the current school year. The schedule for route selection will be distributed to the drivers prior to the last day of school, of the previous school year. Drivers will have ten (10) minutes for route selection.

8.1.5 As drivers select routes and routes are approved and assigned by the Director of Transportation, Assistant Director of Transportation, or designee, the route sheet will be removed from the table.

8.1.6 A driver who is unable to make the scheduled appointment may designate, in writing, the name of a current driver to the Director of Transportation, Assistant Director of Transportation, or designee, to make their route selection in their absence.

8.1.7 Drivers who pick a route that is designated as a field trip route must be available to drive all required field trips.

8.1.8 To ensure consistency and to minimize student discipline issues, all attempts will be made to define school bus routes that have the same school bus driver for the AM and the PM route.

8.1.9 Route information will include the school(s) and the expected start time and end time.

8.1.10 Drivers will be required to drive a practice run in their assigned school bus, on the date designated by the Director of Transportation, Assistant Director of Transportation, or designee, and at the designated AM route time. Drivers will be compensated route pay only if the route is driven on the designated date and the designated AM route time.

8.1.11 The Director of Transportation, Assistant Director of Transportation, or designee have the right to eliminate any school bus route that falls below 50% capacity at any point during the school year. The assigned driver will be made whole with another assignment.

8.1.12 A driver may be assigned to an unassigned route for various reasons to include long-term illness.

- 8.1.13 A driver may be assigned to an unassigned route for various reasons to include long-term illness.
- 8.1.14 The route selection described in 8.1.2 of this section will be used to fill planned extended absences, permanent substitute positions, or new routes. (Routes that become available during the school year will not be posted unless the driver has left the district permanently or taken a leave of absence for the rest of the school year. These routes will be filled by a substitute driver.)
- 8.1.15 Routes will be posted for 48-hours on the employee notice bulletin board. This notice will be signed and dated by the Director of Transportation, Assistant Director of Transportation, or designee.
- 8.1.16 A driver is limited to one AM/PM route change per school year.
- 8.1.17 There will be no changes allowed in SPED (including pre-school) routes. The driver must keep the route for the entire year.  
Two exceptions:
- Performance based, giving the Director of Transportation, Assistant Director of Transportation, or designee, the ability to re-assign the driver.
  - When the driver was not able to bid on a RegEd route and was assigned to a SPED route.
- 8.1.18 Any driver with an absence record of 6% or more, in one school year, will be subjected to a review of the absences by a Review Team. The Review Team will include the Assistant Superintendent of Business Services, Director of Transportation, Assistant Director of Transportation, or designee, and one (1) Working Committee member. It will be the decision of the Review Team if the driver can bid on a SPED route or a permanent substitute position for the next school year.
- 8.1.19 The Director of Transportation, Assistant Director of Transportation, Driver's Supervisor, Administrative Assistant, and Transportation Maintenance or Mechanic will not be assigned a regularly scheduled school bus route but will be permitted to drive when no other school bus driver is available to substitute for a driver who is out as a result of illness or other scheduled absence.
- 8.2 SPED requirements
- 8.2.1 Drivers are not allowed to switch routes within the regular school year, typically August through May.
- 8.2.2 Drivers may change their SPED route when bidding on summer routes, typically mid-June through mid-August.
- 8.2.3 Drivers will retain their route for summer unless they do not want the route. If driver does not want the summer route, route will then go up for bid, in accordance with Page 11 item 8.1.2.
- 8.2.4 Drivers cannot give up any part of their route to drive a field trip until 3<sup>rd</sup> round.
- 8.2.5 Drivers will receive an additional \$1.00/hour compensation when transporting SPED students during regular route time.
- 8.2.6 Drivers will receive SPED field trip pay for any SPED field trip they drive.

### 8.3 Extra Route Assignment

Any additional route not included in a school bus driver's original route assignment as listed in 11.1.4

8.3.1 The assignment of any extra route will be limited to one

8.3.2 FVCC routes will be assigned based on seniority and the criteria listed under 8.1.2

8.3.3 Activity routes will be assigned based on seniority and the criteria listed under 8.1.2

## 9. Substitute School Bus Driver

### 9.1 Permanent

9.1.1 The district may employ permanent substitute school bus drivers to be available for all regularly scheduled AM and PM school bus routes including nights and weekends for field trip assignments. These positions will be treated as all other routes in the bidding and assignment process.

9.1.2 A permanent substitute school bus driver is scheduled to work each day of student attendance but does not have a regularly scheduled AM or PM route.

9.1.3 A permanent substitute school bus driver has all the rights and conditions under these working conditions agreement as a regular school bus driver.

9.1.4 A permanent substitute school bus driver will have a minimum guarantee of time paid equal to the longest regular education AM school bus route and the longest regular education PM school bus route. The guaranteed paid length of this route will be established and documented on the route selection sheet prior to the bidding process.

9.1.5 In the spring and fall, or when deemed necessary by the Director of Transportation, Assistant Director of Transportation, or designee, permanent substitute school bus drivers will be restricted from bidding on first round Saturday and Sunday field trips that would prevent them from being available for any route/trip that would be assigned to them.

9.1.6 If all other options have been exhausted, the Director of Transportation, Assistant Director of Transportation, or designee, may assign the permanent substitute school bus driver to a field trip. The permanent substitute school bus driver will be compensated at their regular route wage until their guarantee has been met, at which time the field trip pay will begin. The minimum 2-hour field trip guarantee does not apply under this condition.

9.1.7 When a permanent substitute school bus driver has a middle school route, they will clock out at the middle school, north or south, unless they have ample time to return to the garage to clock out at their specified clock out time.

9.1.8 Permanent substitute school bus drivers may not bid on extra routes.

- 9.2 On-call
  - 9.2.1 Does not have a regularly scheduled route assignment and does not meet the terms and conditions of a permanent substitute school bus driver.
  - 9.2.2 Will not accrue years of service for the purpose of seniority.
  - 9.2.3 Will be paid at the first level of compensation for that school year.
  - 9.2.4 Is not eligible to bid for field trips.
  - 9.2.5 Will not retain nor accrue seniority when changing status from a regular school bus driver to an on-call substitute school bus driver.
  - 9.2.6 If a driver wishes to return to a regular school bus driver position, their employment date for the purposes of seniority will be the date the change in position is effective.
  - 9.2.7 If this change is associated with a temporary change in status due to a medical leave, the above seniority issues will not apply.
- 9.3 Substituting for Midday, Pre-school, and Activity Routes
  - 9.3.1 A rotating list of driver substitutes will be maintained for absences based on the seniority list.
  - 9.3.2 When it is known that an absence will be more than two (2) weeks, the rotating list will not be used, the route will be offered to the next eligible driver on the seniority list.
  - 9.3.3 If a school bus driver has his/her name on more than one substitute list and is unable to accept the assignment when requested by the Director of Transportation, Assistant Director of Transportation, or designee, then the next driver on the rotation list will be asked, until a substitute driver can be found. The substitute rotation list is continuous and does not revert back to a skipped driver whatever the cause for non-acceptance.
  - 9.3.4 The rotating list will be update4d and posted whenever a substitute driver is used and the list changes.
  - 9.3.5 Emergency situations will occur. The Director of Transportation, Assistant Director of Transportation, or designee, in these rare situations may assign a substitute driver to an AM, PM, pre-school, midday, or activity route without defaulting to the substitute driver list(s).
  - 9.3.6 When all drivers are exhausted, a probationary driver WITH prior experience may be used.

## 10. Field Trips

### a. Protocol and General Guidelines

- 10.1.1 A driver who is absent because of illness or other reasons must drive the route directly preceding a field trip (including a Saturday or Sunday trip) they were scheduled to drive, to be eligible to drive the assigned field trip.

The Director of Transportation, Assistant Director of Transportation, or designee, may, at his/her discretion, waive this condition.

- 10.1.2 If a PM trip is scheduled within ten (10) minutes of a driver's availability, and no driver who can be on time is available for the trip, the trip will be assigned before going to second round.
- 10.1.3 Drivers will not be assigned more than one field trip per day when school is not in session (Saturday, Sunday, or holidays).
- 10.1.4 It is the driver's responsibility to know the trip destination and directions. If a driver needs directions or a map, they can be obtained through the office during office hours, or they can use the computers in the driver's break room to access MapQuest or Google maps. Please make use of these resources well in advance of your departure.
- 10.1.5 It is the driver's responsibility pick up an I-Pass and sign out a fuel card (district P-Card) from the office during office hours prior to the trip.
- 10.1.6 Field trips with multiple buses should travel together as much as possible. The lead driver, which is the driver with the most seniority or as designated by the Director of Transportation, Assistant Director of Transportation, or designee, is responsible for setting the route taken. Everyone follows the same route and while drivers are expected to travel together, we do not make a convoy (nose to tail) nor do we ever pass one another. Our primary goal is *always* safely transporting our students with the secondary goal of maintaining a good public image.
- 10.1.7 Pre-Departure Safety Talk - a mandatory pre-departure bus safety speech is required on all field trips (excluding sports trips) which should include the following:
- Four exits: front door, rear door, side windows, roof hatches
  - Compartmentalization: No seat belts necessary because of high seat backs, seats close together (prevents submarining) and works only if seated properly
- 10.1.8 Sports Trips:
- No eating on bus: choking hazard
  - Coaches and players should be reminded they are not to open the rear door, that is the driver's job, and they need to wait until you get there to load/unload.
  - Students are not to wear cleats or spikes on the bus; shoes need to be changed after they leave the bus and before they get back on.
- 10.1.9 All normal school rules and regulations are to be observed while on the school bus and field trip. The coach/chaperone is responsible for student management. Classroom demeanor is expected. If conduct is causing a safety hazard, ask the chaperone for assistance and if the behavior does not improve, pull over to a safe area and stop until the students are settled down.
- 10.1.10 Always be prepared to stay with students:
- Bring a snack (no nuts), something to read or listen to, etc.

- Ask the coach/chaperone about their schedule and if you have time to go get lunch/dinner at a nearby restaurant (for example).
  - Be sure you have the correct cell phone number for the coach/chaperone and that they have yours.
  - Do not leave the event until you are certain they are settled (the other team has arrived, right venue, they have everything they need from the bus etc.)
  - Stay relatively near the event (within 15 minutes) so you can return quickly if needed. Keep in mind that it is their trip so “they are in charge of the trip you are in charge of the driving”.
- 10.1.11 School buses are not allowed to be brought home for any reason without the permission of the Director of Transportation, Assistant Director of Transportation, or designee.
- 10.1.12 Unless a field trip is designated as a drop only, you stay until the event is completed; even if the coach says you can leave because parents are picking up the kids and you may return with an empty bus.
- 10.1.13 If weather is threatening, stay put!
- 10.1.14 If you must park some distance away be sure to communicate with the coach your location and how best to re-board the bus, it may be faster and safer for them to come to you rather than fighting departing auto traffic and possible clearance obstacles.
- 10.1.15 We cannot control other people’s behavior, but we can always strive to maintain a professional attitude. While dealing with touchy situations always consider the safety of our students first. If a driver encounters a difficult situation or conflict with a coach/chaperone or parent, the situation should be documented on an UOR (Unusual Occurrence Report) and turned in to and the Director of Transportation, Assistant Director of Transportation, or designee will advise the AD or Principal of the problem.
- 10.1.16 If you need assistance during a field trip, contact the Director of Transportation, Assistant Director of Transportation, or Driver’s Supervisor (you should have a card with all staff emergency contact numbers with you).
- 10.1.17 Driving students to field trip destinations and/or athletic events is part of the School Bus Driver position. All drivers are expected to bid on field trips after their ninety (90) day probationary period.
- 10.1.18 See page 22 for field trip rate of pay.
- 10.1.19 A two-hour minimum applies when:
- Driver arrives at the designated school and the trip has been cancelled without prior notification.
  - Driver arrives at the bus garage and punches in at the designated time without prior notice of a field trip cancellation; unless the driver



is able to replace the trip on the same day, with another trip which is of equal or greater time.

10.1.20 A driver must work ninety (90) days for Geneva CUSD 304 before being added to the lottery field trip list.

10.1.21 Emergency situations will occur. The Director of Transportation, Assistant Director of Transportation, or designee, in rare situations, may assign a driver to a field trip without defaulting to the field trip list. This will not alter the existing start point of the lottery field trip list.

10.1.22 All attempts to award a field trip to the driver who selects the trip will be made.  
Exception: If the assignment of a field trip will cause a driver's actual work time to exceed forty (40) hours per week creating an overtime situation, a driver may not be awarded the field trip selected.

10.1.23 Drivers may not trade field trips. If a driver cannot drive a field trip assigned to them, they must return the field trip for rebid.

10.1.24 According to Illinois Law and District Policy, all drivers are required to take a minimum break of thirty (30) unpaid minutes no later than the 5<sup>th</sup> hour of a 7 ½ hour or more field trip. The bus is to be locked and unavailable during this break.

10.1.25 All field trips are numbered sequentially, as a trip with multiple buses is being assigned, the sequence of the trips (bus 1 of 3, bus 2 of 3, bus 3 of 3) is based on the order the trips are bid on by the driver(s) and the field trip rotation. Therefore, when multiple buses arrive at a designated school for the same field trip and one (or more) buses are sent back due to lack of prior notification prior to the start of the trip; the last driver(s) assigned the trip(s) are the one(s) to return. A 2-hour minimum will apply to the cancelled bus(es).

## 10.2 Bidding Guidelines

10.2.1 Drivers are given their official AM/MD/PM start and end times within the first two weeks of the start of school. These times, along with the field trip guidelines listed below, must be followed when bidding on field trips. Multiple rounds of bidding on field trips may be necessary to fill all trip assignments.

10.2.2 All known field trips will be posted for driver review, one (1) week in advance (Wednesday at noon) and will be removed promptly, after bidding, at 10:00 AM on the following Wednesday. Field trips will then be assigned in accordance with the "lottery" field trip guidelines.

## 10.3 First Round

10.3.1 Drivers are not allowed to give up any part of their routes to take a field trip until second round of bidding.

- 10.3.2 Driver's scheduled AM clock out time must be at or before a field trip pickup time unless the field trip school and route start and end point allows for no delay.
- 10.3.3 The 10-minute rule - after completing their PM route, a driver must arrive at the pickup point no later than 10 minutes after scheduled trip pick-up time.  
The only time the 10-minute rule applies in the AM is 2<sup>nd</sup> and 3<sup>rd</sup> round.
- 10.3.4 TBA trips may be bid on first round; if the start time overlaps the driver's regular route time, they may opt out of the trip without it being counted as a turn back.
- 10.3.5 Priority bidding will be given to the drivers of mandatory 3:00, 3:30, and 3:40 field trips, barring other drivers from bidding on these trips in the first round, regardless of their availability.
- 10.3.6 SPED field trips will be highlighted in purple. If the trip requires a monitor, a separate area for monitors to bid on SPED trips will be highlighted in green.
- 10.4. Second Round (highlighted in yellow on field trip board):
- 10.4.1 If a driver chooses to bid on a field trip in 2<sup>nd</sup> round which runs into their route time, they will forfeit their route pay from the beginning/end of the field trip.
- 10.4.2 Sub drivers, signing up for an open field trip in the 2<sup>nd</sup> round or later will forfeit their guaranteed route pay and receive field trip pay from the beginning/end of the trip.
- 10.4.3 Drivers are not allowed to give up their Preschool or SPED route(s) except when there are no students to transport.
- 10.5. Third Round of bidding (highlighted in orange on the field trip board):
- 10.5.1 If a sub is assigned to a field trip, full route pay will be given, up to their guaranteed route time and then field trip pay for the remainder of the field trip.
- 10.5.2 Giving up SPED routes is allowed in 3<sup>rd</sup> round.
- 10.6. Field Trip Lottery/Selection Guidelines
- 10.6.1 The starting point is determined when the field trip list is taken down at 10:00 a.m. on Wednesdays:
- The number of drivers who bid on trips will be totaled (witnessed by one driver).
  - That number will be entered into [www.researchrandomizer.org](http://www.researchrandomizer.org), which will randomly select the beginning number for driver selection for that week. (Example: 40 drivers bid on trips, the random number chosen is four, assignment would *start* with the 4<sup>th</sup> driver in the list of drivers who bid on trips).
- 10.6.2 Second and third round starting points will be determined by the same lottery system.

- 10.6.3 Every effort will be made to determine and post field trip assignments by noon on Thursday.
- 10.7. New Trips Within the Same Week (highlighted in blue)
- 10.7.1 New trips that become available after noon Wednesday (when the weeks trips are posted), will be added to the posted trips and highlighted in blue.
- 10.7.2 New trips that become available after 10:00 a.m. Tuesday are posted alongside the 2nd round postings, in their own separate section and highlighted in blue. The driver immediately following the end point driver (the last person assigned a trip in 1st round) is the start point for the "new" trips.
- 10.7.3 When a new trip comes in and it cannot be filled in the first round (no one is eligible) it will move to 2nd round. The starting point for the 2nd round is determined by the rolling 2nd round list.
- 10.8. Missed, Turned Back, and Extreme Time Adjusted
- 10.8.1 A driver missing an assigned field trip, without notice to the Director of Transportation, Assistant Director of Transportation, or designee, will not be eligible to participate in the next posting of field trips, with a minimum of one (1) lost trip.
- 10.8.2 A second missed trip in a school year will render the driver ineligible for field trips for the remainder of the school year.
- 10.8.3 Two field trip turn backs of an assigned field trip will be counted as one (1) miss.
- 10.9 Cancelled (highlighted in pink on field trip log)
- 10.9.1 Every attempt will be made to replace cancelled field trips; however, this is not always possible. Field trips do not carry any guarantee of hours.
- 10.9.2 If a field trip is cancelled and rescheduled within one week, the originally assigned driver will be given first chance to drive the replacement trip.
- 10.9.3 If the trip is not rescheduled and it was for four (4) or more hours, a replacement trip of similar time will be offered at the next available posting. The driver can accept or decline but will only have one opportunity to select a replacement.
- 10.9.4 Weather related cancellations that are not rescheduled within one week are *not* offered a replacement.
- 10.9.5 A replacement trip may not put a driver over forty (40) hours for the week.
- 10.9.6 When a field trip of 10 hours or greater is changed to a field trip of four(4) hours or less, after field trip has been assigned to a driver, the driver will be offered an additional trip, approximately equal to the loss of time. (Ex. 10-hour field trip shortened to 2 hours, would result in a replacement trip not to exceed 8 hours). The same rules as stated in 12.9.3 and 12.9.5 would apply.
- 10.10 Clock-in/Clock-out Rules
- 10.10.1 Drivers who need to perform a pre-trip on their field trip bus, clock-in time is determined by the location of the school:  
Drivers traveling to HSS are allotted:
- Fifteen (15) minutes to pre-trip their bus

- Fifteen (15) minutes travel time
  - Five (5) minutes (arrive at school 5 minutes prior to pick up time)
- This is a total of thirty-five (35) minutes.

Drivers traveling to any school *east of Randall Road (except HSS)*; GHS, WES, WAS, or STP are allotted:

- Fifteen (15) minutes to pre-trip their bus
  - Ten (10) minutes travel time
  - Five (5) minutes (arrive at school 5 minutes prior to pick up time)
- This is a total of thirty (30) minutes

Drivers traveling to any school *west of Randall Road*; FES, HES, GMSN, GMSS, and MCS are allotted:

- Fifteen (15) minutes to walk from the time clock to their bus
  - Five (5) minutes travel time
  - Five (5) minutes (arrive at school 5 minutes prior to pick up time)
- This is a total of twenty-five (25) minutes

10.10.2 Clock-out time is determined by the location of the school and travel time back to the garage. The calculated time starts at the time the coach/teacher signs the field trip form noting time the bus was empty.

Drivers traveling from HSS are allotted:

- Fifteen (15) minutes travel time
  - Two (2) minutes to walk from their bus to the time clock
- This is a total of seventeen (17) minutes.

Drivers traveling from any school *east of Randall Road (except HSS)*; GHS, WES, WAS, or STP are allotted:

- Ten (10) minutes travel time
  - Two (2) minutes to walk from their bus to the time clock
- This is a total of twelve (12) minutes.

Drivers traveling from any school *west of Randall Road*; FES, HES, GMSN, GMSS, and MCS are allotted:

- Five (5) minutes travel time
  - Two (2) minutes to walk from their bus to the time clock
- This is a total of seven (7) minutes.

10.10.3 Drivers that have a field trip on a school day do not receive an additional fifteen (15) minute pre-trip unless another driver was assigned to use their bus just prior to the field trip.

Clock-in time is determined by the location of school and travel time to the pick-up destination.

Drivers traveling to HSS are allotted:

- Two (2) minutes to walk to their bus from the time clock
  - Fifteen (15) minutes travel time
  - Five (5) minutes (arrive at school 5 minutes prior to pick up time)
- This is a total of twenty-two (22) minutes

Drivers traveling to any school *east of Randall Road (except HSS)*; GHS, WES, WAS, or STP are allotted:

- Two (2) minutes to walk to their bus from the time clock
  - Ten (10) minutes travel time
  - Five (5) minutes (arrive at school 5 minutes prior to pick up time)
- This is a total of seventeen (17) minutes

Drivers traveling to any school *west of Randall Road*; FES, HES, GMSN, GMSS, and MCS are allotted:

- Two (2) minutes to walk from the time clock to their bus
  - Five (5) minutes travel time
  - Five (5) minutes (arrive at school 5 minutes prior to pick up time)
- This is a total of twelve (12) minutes.

10.10.4 Clock-out time is determined by the location of the school and travel time back to the garage. The calculated time starts at the time the coach/teacher signs the field trip form noting time the bus was empty.

Drivers traveling from HSS are allotted:

- Fifteen (15) minutes travel time
  - Two (2) minutes to walk from their bus to the time clock
- This is a total of seventeen (17) minutes.

Drivers traveling from any school *east of Randall Road (except HSS)*; GHS, WES, WAS, or STP are allotted:

- Ten (10) minutes travel time
  - Two (2) minutes to walk from their bus to the time clock
- This is a total of twelve (12) minutes.

Drivers traveling from any school *west of Randall Road*; FES, HES, GMSN, GMSS, and MCS are allotted:

- Five (5) minutes travel time
  - Two (2) minutes to walk from their bus to the time clock
- This is a total of seven (7) minutes.

10.10.5 Drivers traveling directly from route to field trip will switch from regular route pay to field trip pay when they arrive at the school or at their regular route clock-out time, whichever comes first.

10.11 Weekend Trips:

10.11.1 Clock-in is as noted in 10.10.1

10.11.2 Clock-out is as noted in 10.10.2

10.12 Overnight Field Trips:

10.12.1 Clock-in is as noted in 10.10.1

10.12.2 Clock-out is as noted in 10.10.2

10.12.3 Drivers are paid eight (8) hours per day. If the coach needs you to be there more than eight hours, he/she is to sign the back of the field trip form and give an explanation.

- 10.12.4 Drivers will be reimbursed for two (2) meals during a 24-hour period. Receipts for these meals must be turned in to receive the meal allowance. Reimbursement will be made the 1<sup>st</sup> of the month.
- 10.12.5 It is the driver's responsibility to pick up an I-pass and sign out a fuel card (district P-card) from the office during office hours prior to the field trip.

## 11. Compensation

### 11.1 General Guidelines

- 11.1.1 Non-instructional employees, such as school bus drivers, are not eligible for unemployment benefits for extended academic breaks. Drivers are made aware of these extended breaks and have been assured they will be brought back at the end of each break.
- 11.1.2 The work week is defined as Sunday through Saturday.
- 11.1.3 All hours in excess of 40-hours per week will be compensated at an overtime-calculated rate based on The Fair Labor Standards formula for multi-rate jobs.
- 11.1.4 All drivers will be compensated for no less than their original route bid time, unless driver willingly gives up part of their original route.
- 11.1.5 Drivers are paid an hourly rate which is calculated based on actual minutes worked.
- 11.1.6 All drivers will be compensated for hours worked according to the payroll date schedule established by the payroll department, typically every other Friday. A pay period schedule will be included in the bid packet at the beginning of each school year.

### 11.2 Clocking In and Out

- 11.2.1 Failure to clock-in on time eliminates any guarantee of time and driver will be paid only from time clocked in. If the dispatcher is called to clock-in a driver, it will be a minimum of 10 minutes penalty. If a driver fails to clock out, the driver will be paid until the normal end time of the route. If the system is "down" this does not apply. Multiple failures to clock-in or out will result in disciplinary action.
- 11.2.2 All drivers must arrive fifteen (15) minutes prior to their scheduled AM and PM departure time for the mandatory bus pre-check.
- 11.2.3 Drivers are paid for two fifteen (15) minute pre-trips each day to allow for fueling and cleaning of the bus. All school bus drivers are assigned to a single bus; therefore, usually, only one pre-trip is necessary per day (driver should check the pre-trip book and if bus was used, a second pre-trip is required).
- 11.2.4 Fluid checks are performed by a district mechanic every day (this is normally a 24-hour period or since the bus has last been driven) on all buses. When a driver signs-off on their pre-trip inspection, they are also signing that there is a current fluid check for that day (it could be one or more sheets back). If there isn't a current fluid check, the driver should either do a fluid check themselves or use another bus (this would normally happen on a weekend). A class on

performing a proper fluid check is offered annually by a district mechanic and a one-on-one class is always available.

- 11.2.5 All school bus drivers will arrive two (2) minutes prior to the leave time of any additional routes (no pre-trip necessary).
- 11.2.6 PM routes - All school bus drivers will arrive at their school five (5) minutes prior to release time.
- 11.2.7 Safety Meeting - Drivers will be compensated for their attendance at the safety meeting at their "RegEd" hourly route rate of pay.
- 11.2.8 Random Drug and Alcohol Drivers will be compensated for actual time worked; random drug and alcohol testing is a condition of employment. On the day the driver is "called" for a random drug test, the route ending time ends when the random drug test is completed.
- 11.2.9 If a driver is unable to complete their route due to circumstances beyond their control (i.e., mechanical issues, return a student to school, student gets sick on the bus, etc.), the driver will be paid for the scheduled route time (this does not include early dismissal or testing days).

11.3 Pay/Wage Schedules

11.3.1 Pay rates are effective July 1 for all school bus drivers.

11.3.2 All school bus drivers will be compensated for AM-PM and activity routes according to the following schedule.

AM PM and Activity Routes Hourly Rates					
Step	Years of Service		2023-2024	2024-2025	2025-2026
0		0	\$32.12	\$33.31	\$34.54
1	1	1	\$33.31	\$34.54	\$35.82
2	2	5	\$35.86	\$37.19	\$38.56
3	6	10	\$36.58	\$37.94	\$39.34
4	11	15	\$37.31	\$38.69	\$40.12
5	16	20	\$38.06	\$39.47	\$40.93
6	21	26	\$39.21	\$40.66	\$42.16
7	27+		\$40.37	\$41.86	\$43.41

	2023-2024	2024-2025	2025-2026
On-call Reg Ed Sub Driver Hourly Rate	\$32.12	\$33.31	\$34.54
On-call SPED Sub Driver Hourly Rate	\$33.12	\$34.31	\$35.54

AM PM SPED Hourly Rates					
Step	Years of Service		2023-2024	2024-2025	2025-2026
0		0	\$33.12	\$34.31	\$35.54
1	1	1	\$34.31	\$35.54	\$36.82
2	2	5	\$36.86	\$38.19	\$39.56
3	6	10	\$37.58	\$38.94	\$40.34
4	11	15	\$38.31	\$39.69	\$41.12
5	16	20	\$39.06	\$40.47	\$41.93
6	21	26	\$40.21	\$41.66	\$43.16
7	27+		\$41.37	\$42.86	\$44.41

Reg Ed Field Trip Hourly Rates		
2023-2024	2024-2025	2025-2026
\$22.60	\$23.43	\$24.30

SPED Field Trip Hourly Rates		
2023-2024	2024-2025	2025-2026
\$23.60	\$24.43	\$25.30

SPED Hourly Monitor Rates		
2023-2024	2024-2025	2025-2026
\$17.25	\$17.89	\$18.55

11.3.3 Permanent Substitute Bus Drivers will be paid for AM/PM routes according to the schedule above plus a \$3.00 per hour differential.



## 11.4 Holidays

11.4.1 Drivers who work on average 17.5 hours per week (those who are IMRF eligible) during the school year receive paid holidays as listed below:

Labor Day  
Columbus Day  
Thanksgiving  
Martin Luther King Day  
Presidents Day  
Good Friday  
Memorial Day

Note: Pay for Memorial Day may not occur on the holiday if the school year calendar has ended prior to Memorial Day. When the previous situation occurs, Memorial holiday pay will be given on the Friday after the Thanksgiving holiday.

11.4.2 Drivers working on a PAID holiday will receive regular holiday pay, in addition, they will receive time and a half for additional hours worked.

11.4.3 Drivers working on a District designated holiday, but a non-paid transportation holiday will receive time and a half.

11.4.4 Drivers missing the day before or after a holiday will be paid for the holiday but not the sick day unless they have a doctor's note.

## 12. Discipline/Cause for Dismissal

12.1 Procedures: Verbal warning, written reprimands, suspension without pay and dismissal from employment for disciplinary reasons shall be for cause. This provision shall not apply to dismissal or change in employment status, which occurs for non-disciplinary reasons, such as a reduction in the workforce, nor shall the provision apply to probationary employees.

12.1.1 Employee discipline shall, in the usual case, follow progressive discipline concepts with the disciplinary steps being:

1. Verbal warning
2. Written reprimand
3. Suspension without pay
4. Discharge

12.1.2 Where in management's judgment, the circumstances of a particular case and/or the seriousness of a particular offense make the application of progressive discipline inappropriate, the appropriate discipline step to be used will be determined by management. Suspension without pay and discharge are subject to the appeal procedure.

12.1.3 All disciplinary action shall be handled privately. Each party has the right to have another employee or legal representation present.

12.1.4 Disciplinary actions shall not be made public except where expressly required by statute.

12.1.5 All school bus drivers shall have the right to appeal a disciplinary decision by the Director of Transportation to the Assistant Superintendent of Business Services.

- 12.1.6 For the safety (allergies and cleanliness) of all staff, no animals can be brought into or maintained in the building.
- 12.1.7 A driver may request to review their personnel file by contacting the Human Resources Department.
- 12.1.8 Causes that may lead to immediate dismissal by the Board of Education:
- Violation of Board of Education policy.
  - Violation of any rule and/or regulation of the Federal Motor Carrier Safety Administration (FMCSA) to include the Clearinghouse.
  - Violation of any rule and/or regulation of the Illinois Department of Transportation (IDOT).
  - Violation of any rule and/or regulation of the Illinois State Board of Education (ISBE).
  - Gross insubordination.
  - Gross misconduct.
  - Three (3) disciplinary reports within a rolling year.
  - Three (3) preventable accidents in a school bus within a rolling year.
  - Two (2) moving violations in a school bus or private vehicle within a rolling year.
  - Falsification of time records or manipulation of the time reporting process for compensation purposes.
  - Improper pre-trip.
  - Improper post-trip.
  - Use of cellular device while operating a school bus.
  - Failure to pass alcohol and/or drug test.
  - With the exception of an emergency, failure to be on the school bus while the engine is running, and students are on board.
- 12.1.9 When a school bus driver is not satisfied with the decision of the Assistant Superintendent Business Services, the school bus driver may initiate the following appeal process:
- Within ten (10) days of receipt of written notification of the disciplinary action, the employee may request in writing a meeting with the Assistant Superintendent of Human Resources.
  - Within five (5) days of receipt of a written request from the employee, to appeal the disciplinary action, the Assistant Superintendent of Human Resources will meet with the employee. The employee has the right to representation at this meeting.
  - Within five (5) days of the meeting between the Assistant Superintendent of Human Resources and the employee, the Assistant Superintendent of Human Resources will notify, in writing, the employee of the decision regarding the disciplinary action.

# SCHOOL BUS MONITOR

## 1. Conditions of Employment

### 1.1 Probationary Period

All school bus monitors are subject to a one (1) year probation period from the official employment date.

1.1.1 The official employment date is the date a prospective monitor accepts a monitor position offered by the Director of Transportation, Assistant Director of Transportation, or designee.

1.1.2 Monitors will be evaluated at least two (2) times during the one (1) year probationary period.

1.1.3 After their one (1) year probationary period, all monitors will be evaluated at least one (1) time during the school year.

### 1.2 Professional Attire

1.2.1 Proper dress code will be enforced by the Director of Transportation, Assistant Director of Transportation, or designee. The following dress code applies:

- Shorts (should be loose fitting)
- No spandex or excessively tight clothing
- No athletic, running, or bicycle shorts are allowed
- No shorts shorter than 4 inches above the knee

1.2.2 Shoes (acceptable: gym-shoes, loafers, low heeled dress shoes and or boots).

- No rubber flip-flops
- No sandals
- No moccasins
- No leather soles (must be rubber non-slip soles)
- No high heels or shoes with more than 1 ½ inch heels
- No croc footwear
- No sling backs

1.2.3 Shirts:

- No tank tops or halter-tops
- No low-cut revealing shirts or blouses
- No T-shirts with slogans or inappropriate logos

### 1.3 Safety Meeting Attendance

- All school bus monitors must attend the monthly safety meetings.
- The first meeting of the new school year will be the August in-service and will include the state mandated 2-hour refresher course which monitors are not required to attend. The date of the August in-service will be determined by the Director of Transportation, Assistant Director of Transportation, or designee, and will usually occur during the week prior to the first day of school.

- Two safety meetings are scheduled each month (September through May) for monitor's convenience. Monitors must attend the meeting that least affects their route.
- Monitors will be compensated for their attendance at the safety meeting at their regular hourly route rate of pay.

#### 1.12 Calendars

The official school calendar, for student attendance, determines the workdays that school bus monitors are expected to monitor students on a school bus.

- The Director of Transportation, Assistant Director of Transportation, or designee will provide all school bus monitors with the official school calendar upon approval of the Board of Education.
- All new monitors will be given the official school calendar for the current school year and each subsequent school year upon hire.

### 2. Seniority

Seniority will be determined by the official employment date.

- 2.1 If two or more monitors have the same seniority date, the date and time of the acceptance will establish seniority.
- 2.2 If a monitor leaves the district either by working in another position, department, or ceasing employment with the district and are rehired:
  - The monitor will not retain their previous seniority and the new employment date will be used for all seniority purposes.

### 3. Time Off

#### 3.1 Paid and Unpaid Leave

- 3.1.1 Individuals employed as school bus monitors in District 304 are expected to work each day of student attendance during each school year.
- 3.1.2 An absence for any reason other than illness on a school day creates an undue hardship for the efficient operation of the transportation department. Therefore, monitors are discouraged from requesting time off on school days.
- 3.1.3 If such requests are made, due to a major life event, the Director of Transportation, Assistant Director of Transportation, or designee, will use the following process to consider each request:
  - Any request for time off, for reasons other than illness, should be submitted to the Director of Transportation, Assistant Director of Transportation, or designee, when conditions permit, at least two weeks in advance of the requested absence.
  - No more than three absence requests, for reasons other than illness, will be approved on any school day.

- 3.1.4 Requests for time off will not be considered:
  - During the first and last week of school
  - The day before or after a school holiday
  - The day before or after a school vacation period
  - Any Geneva 304 half day of school
- 3.1.5 A request for an absence on a day described in 3.1.4 or for more than two consecutive school days, for reasons other than illness, is subject to review and approval by the Assistant Superintendent of Human Resources, and the Director of Transportation, Assistant Director of Transportation, or designee. These types of requests will be denied for the purpose of secondary employment, recreation, or vacations. Consideration will be given for major life events. However, all requests will be reviewed on a case-by-case basis.
- 3.1.6 The district may require a physician's statement as a condition for payment and use of days.
- 3.2 Sick Leave
  - 3.2.1 Maintaining good attendance is a condition of employment and an essential function of the job. To minimize hardships that may result from illness or injury, the district provides paid sick leave benefits to eligible employees with the following rules.
  - 3.2.2 Sick leave taken on a repeated basis or in a pattern (i.e., every Monday) may be viewed as an abuse of the system. Excessive unexcused and/or excused absences are cause for progressive corrective action and may result in dismissal.
  - 3.2.3 Monitors requesting to return to work after a serious medical condition may need to provide a release from their physician before returning to work.
  - 3.2.4 Monitors in Geneva CUSD 304 qualifying for membership in the Illinois Municipal Retirement Fund (IMRF) shall be eligible for sick days in accordance with the schedule in 6.4.
  - 3.2.5 Sick leave shall include absence for:
    - Personal illness or injury
    - Pregnancy and/or childbirth and any related medical condition
    - Serious illness or death in the immediate family. Immediate members of the family shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parent-in-law, brothers-in-law, sisters-in-law, and legal guardians.
  - 3.2.6 Sick leave pay is determined based upon the scheduled daily route time. Field trip pay is not included in sick day pay.
  - 3.2.7 Sick leave day(s) taken before or after a school holiday, the day before or after an extended break, on or adjacent to any half day of school will not be compensated unless a note from licensed physician is presented to the Director of Transportation, Assistant Director of Transportation, or

designee within three (3) days of the absence. The Director of Transportation, Assistant Director of Transportation, or designee may approve additional days in the event of extraordinary circumstances.

- 3.2.8 Three (3) or more consecutive sick leave days will not be compensated unless a note from a licensed physician is presented to the Director of Transportation, Assistant Director of Transportation, or designee within three (3) days of the absence. The note from the licensed physician must also clear the driver to return to work.
- 3.2.9 If a monitor needs to call in sick, they must speak directly to the Director of Transportation, Assistant Director of Transportation, or the Driver's Supervisor. Leaving a voicemail, texting, or sending an email is not acceptable. Drivers must call in during one of the following times:
  - AM Routes – between 6:00 and 6:15 am
  - Mid-Day Routes – at least 90 minutes prior to the scheduled start of the route
  - PM Routes – at least 90 minutes prior to the scheduled start of the route
- 3.2.10 If a monitor returns from any extended absence prior to the scheduled return date, the monitor will be allowed to return to work. The substitute monitor's assignment ends upon the return of the regular monitor.

### 3.3 Personal Leave

- 3.3.1 Once a school bus monitor qualifies for IMRF, personal leave will be paid at completed years of service, in accordance with the following schedule:

Completed years of service	Personal days
0-4	2 days
5-9	3 days
10+	4 days

- 3.3.2 During the first year of employment, personal leave will be prorated from the first day of employment through June 30.
- 3.3.3 Unused personal leave will convert to sick leave at the end of the fiscal year.
- 3.3.4 Personal leave should not include requests for:
  - Secondary employment
  - Recreational time
  - The day before or after an extended breakPersonal leave can be used to conduct legal business, observe religious holidays, attend funerals not covered by sick leave, or attend to family matters (e.g., weddings, graduations, taking a child to college).
- 3.3.5 Personal leave requests should be submitted using the "day off request" form with as much advance notice as possible.

- 3.3.6 All personal leave requests are subject to review and approval by the Director of Transportation, Assistant Director of Transportation, or designee.
- 3.3.7 Monitors are not required to disclose the reason for requesting personal leave except in the following situations:
- More than two consecutive days
  - Adjacent to a holiday
  - Adjacent to a vacation period
  - Early dismissal days
  - During the months of May or June

#### 3.4 Jury Duty

School bus monitors will be compensated normal route pay while serving jury duty. In order to receive their normal route pay, the driver must sign over and forward the check received from the judicial authority for the daily per-diem to the Director of Transportation, Assistant Director of Transportation, or designee. The district will also reimburse for mileage that was included in the check from the judicial authority.

#### 4 Health Insurance

Geneva School District is following health care compliance laws under the government's Affordable Care Act and any successor plan deemed applicable in the future by the Federal government. Should a driver meet the Federal law rules that require the district to offer health insurance (ex. Employees who work at least 30 hours on average during the annual Affordable Care Act Measurement Period), such driver will be offered benefits set forth in the agreement between the Board of Education and the Geneva Education Association. Payment for summer health insurance premiums for eligible bus drivers are subject to change per the Educational Support Service Personnel Handbook.

#### 5 IMRF

- 5.1 All school bus monitors whose combined route and field trip hours average in excess of 3 ½ hours per day will participate in the Illinois Municipal Retirement Fund (IMRF). The statutory requirement is 4.5% of gross salary.
- 5.2 Monitors who have previously qualified for participation in IMRF, who may have a regularly scheduled route less than 3.5 hours per day, will have an administrative review to determine if they qualify for IMRF because of additional duties performed for Geneva District 304.
- 5.3 Unused sick leave days at the end of the school year carry forward to the next school year. Upon leaving the district, unused sick leave will be reported to IMRF.

- 5.4 Monitors who qualify for participation in IMRF, shall be eligible for ten (10) sick days per year; additionally, the district will provide sick days per completed school years in accordance with the following schedule:

Completed years of service	Sick leave allotment
1-10	10 days
11-15	12 days
16-20	14 days
20+	16 days

6 403(b) Retirement Plan

A 403(b) Plan is a retirement plan available to all school district employees. Contributions can be made on a pre-tax can be made on a pre- tax (traditional) or post-tax (Roth) basis. Contributions and earnings on investments can grow tax-deferred until the time of retirement, when withdrawals are taxed as ordinary income. Eight 403(b) investment providers have been allowed to offer 403(b) plans to district staff. You will need to contact one of the approved investment providers to determine the type of 403(b) product that best meets your financial goals. Once your account is set up, you will need to complete and return a 403(b) Payroll Deduction Authorization Form to Human Resources. 403(b) plans may be started, changed, or terminated quarterly (January 1, April 1, July 1, or October 1). The 403(b) Payroll Deduction Form must be sent into Human Resources at least 15 days prior to the quarterly effective date.

Benefit questions can be addressed to the Benefits Specialist in Human Resources; phone (630)463-3057.

Links to the required forms and information guides from our Approved Investment Providers can be found at:

<https://studentsgeneva304.sharepoint.com/hr/SitePages/Retirement-Resources.aspx>

7 Route Bid

7.1 Defined

- 7.1.1 The establishment, assignment, and administration of all school bus routes shall be the responsibility of the Director of Transportation, Assistant Director of Transportation, or designee.
- 7.1.2 Assignment of route(s) will be based upon the following criteria (each criterion listed below has equal weight following seniority):
- Seniority
  - Nature of route
  - Performance in prior years
  - Driver preference
- 7.1.3 All school bus routes will be available for viewing by school bus monitors in August as designated by the Director of Transportation, Assistant



Director of Transportation, or designee, prior to the picking of routes. Drivers will have no less than two (2) days to review all routes.

- 7.1.4 Monitors will be scheduled to meet with the Director of Transportation, Assistant Director of Transportation, or designee, based on seniority, to select their route for the current school year. The schedule for route selection will be distributed to monitors prior to the last day of school, of the previous school year. Monitors will have ten (10) minutes for route selection.
  - 7.1.5 As monitors select routes and routes are approved and assigned by the Director of Transportation, Assistant Director of Transportation, or designee, the route sheet will be removed from the table.
  - 7.1.6 A monitor who is unable to make the scheduled appointment may designate, in writing, the name of a current driver and/or monitor to the Director of Transportation, Assistant Director of Transportation, or designee, to make their route selection in their absence.
  - 7.1.7 To ensure consistency and to minimize student discipline issues, all attempts will be made to define school bus routes that have the same monitor for the AM and the PM route.
  - 7.1.8 Route information will include the school(s) and the expected start time and end time.
  - 7.1.9 The Director of Transportation, Assistant Director of Transportation, or designee have the right to eliminate any school bus route that falls below 50% capacity at any point during the school year. The assigned monitor will be made whole with another assignment.
  - 7.1.10 There will be no changes allowed in SPED (including pre-school) routes. Monitors must keep the route for the entire year.  
Exceptions:  
Performance based, giving the Director of Transportation, Assistant Director of Transportation, or designee, the ability to re-assign the monitor.
- 7.2 SPED requirements
- 7.2.1 Monitors are not allowed to switch routes within the regular school year, typically August through May.
  - 7.2.2 Monitors may change their SPED route when bidding on summer routes, typically mid-June through mid-August.
  - 7.2.3 Monitors will retain their route for summer unless they do not want the route. If monitor does not want the summer route, route will then go up for bid, in accordance with Page 32 item 7.1.2.
  - 7.2.4 Monitors will receive SPED field trip pay for any SPED field trip they drive.
- 7.3 Extra Route Assignment
- Any additional route not included in a school bus monitor's original route assignment as listed in 9.1.4
- 7.3.1 The assignment of any extra route will be limited to one.

## 8 Field Trips

### 8.1 Protocol and General Guidelines

8.1.1 Emergency situations will occur. The Director of Transportation, Assistant Director of Transportation, or designee, in rare situations, may assign a monitor to a field trip without defaulting to the field trip list. This will not alter the existing start point of the lottery field trip list.

8.1.2 All attempts will be made to award a field trip to the monitor who selects the trips.

Exception:

If the assignment of the field trip will cause a monitor's actual time worked to exceed forty (40) hours per week creating an overtime situation, a monitor may not be awarded the field trip selected.

8.1.3 Monitors may not trade field trips. If a monitor cannot be present for a field trip assigned to them; they must turn the field trip in for rebid

8.1.4 A two-hour minimum applies when:

- Monitor arrives at the designated school and the trip has been cancelled without prior notification.
- Monitor arrives at the bus garage and punches in at the designated time without prior notice of a field trip cancellation; unless the monitor is able to replace the trip on the same day, with another trip which is of equal or greater time.

8.1.5 Emergency situations will occur. The Director of Transportation, Assistant Director of Transportation, or designee, in rare situations, may assign a monitor to a field trip without defaulting to the field trip list. This will not alter the existing start point of the lottery field trip list.

8.1.6 According to Illinois Law and District Policy, all monitors are required to take a minimum break of thirty (30) unpaid minutes no later than the 5<sup>th</sup> hour of a 7 ½ hour or more field trip. The bus is to be locked and unavailable during this break.

### 8.2 Bidding

8.2.1 Monitors are given their official AM/MD/PM start and end times within the first two weeks of the start of school. These times, along with the field trip guidelines listed below, must be followed when bidding on field trips. Multiple rounds of bidding on field trips may be necessary to fill all trip assignments.

8.2.2 All known field trips will be posted for monitor review, one (1) week in advance (Wednesday at noon) and will be removed promptly after bidding at 10:00 AM on the following Wednesday. Field trips will then be assigned in accordance with the "lottery" field trip guidelines.

### 8.3 First Round

8.3.1 Monitors are not allowed to give up any part of their routes to take a field trip until the second round of bidding.

- 8.3.2 Monitor's scheduled AM clock out time must be at or before a field trip pickup time unless the field trip school and route start and end point allows for no delay.
- 8.3.3 TBA trips may be bid on first round; if the start time overlaps the driver's regular route time, they may opt out of the trip without it being counted as a turn back.
- 8.3.4 SPED field trips will be highlighted in purple. If the trip requires a monitor, a separate area for monitors to bid on SPED trips will be highlighted in green.
- 8.4. Second Round (highlighted in yellow on field trip board):
  - 8.4.1 If a monitor chooses to bid on a field trip in 2nd round which runs into their route time, they will forfeit their route pay from the beginning/end of the field trip.
  - 8.4.2 Monitors are not allowed to give up their Preschool or SPED route(s) except when there are no students to transport.
- 8.5. Third Round of bidding (highlighted in orange on the field trip board):
  - 9.5.1 Giving up SPED routes is allowed in 3rd round.
- 8.6. Field Trip Lottery/Selection Guidelines
  - 8.6.1 The starting point is determined when the field trip list is taken down at 10:00 a.m. on Wednesdays:
    - The number of monitors who bid on trips will be totaled (witnessed by one driver or monitor).
    - That number will be entered into [www.researchrandomizer.org](http://www.researchrandomizer.org), which will randomly select the beginning number for monitor selection for that week. (Example: 4 monitors bid on trips, the random number chosen is four, assignment would *start* with the 4<sup>th</sup> monitor on the list of monitors who bid on trips).
  - 8.6.2 Second and third round starting points will be determined by the same lottery system.
  - 8.6.3 Every effort will be made to determine and post field trip assignments by noon on Thursday.
- 8.7. New Trips Within the Same Week (highlighted in blue)
  - 8.7.1 New trips that become available after noon Wednesday (when the weeks trips are posted), will be added to the posted trips and highlighted in blue.
  - 8.7.2 New trips that become available after 10:00 a.m. Tuesday are posted alongside the 2nd round postings, in their own separate section and highlighted in blue. The monitor immediately following the end point driver (the last person assigned a trip in 1st round) is the start point for the "new" trips.
  - 8.7.3 When a new trip comes in and it cannot be filled in the first round (no one is eligible) it will move to 2nd round. The starting point for the 2nd round is determined by the rolling 2nd round list.

## 8.8. Missed, Turned Back, and Extreme Time Adjusted

8.8.1 A monitor missing an assigned field trip, without notice to the Director of Transportation, Assistant Director of Transportation, or designee, will not be eligible to participate in the next posting of field trips, with a minimum of one (1) lost trip.

8.8.2 A second missed trip in a school year will render the driver ineligible for field trips for the remainder of the school year.

8.8.3 Two field trip turn backs of an assigned field trip will be counted as one (1) miss.

## 8.9 Cancelled (highlighted in pink on field trip log)

8.9.1 Every attempt will be made to replace cancelled field trips; however, this is not always possible. Field trips do not carry any guarantee of hours.

8.9.2 If a field trip is cancelled and rescheduled within one week, the originally assigned monitor will be given first chance to drive the replacement trip.

8.9.3 If the trip is not rescheduled and it was for four (4) or more hours, a replacement trip of similar time will be offered at the next available posting. The monitor can accept or decline but will only have one opportunity to select a replacement.

8.9.4 Weather related cancellations that are not rescheduled within one week are *not* offered a replacement.

8.9.5 A replacement trip may not put a monitor over forty (40) hours for the week.

8.9.6 When a field trip of 10 hours or greater is changed to a field trip of four(4) hours or less, after field trip has been assigned to a monitor, the monitor will be offered an additional trip, approximately equal to the loss of time. (Ex. 10-hour field trip shortened to 2 hours, would result in a replacement trip not to exceed 8 hours). The same rules as stated in 9.9.3 and 9.9.5 would apply.

## 8.10 Clock-in/Clock-out Rules

8.1.1 Monitors will punch in five (5) minutes prior to driver leave time.

8.1.3 Monitors will punch out two (2) minutes after returning to garage.

## 9 Compensation

### 9.1 General Guidelines

9.1.1 Non-instructional employees, such as school bus monitors, are not eligible for unemployment benefits for extended academic breaks. Monitors are made aware of these extended breaks and have been assured they will be brought back at the end of each break.

9.1.2 The work week is defined as Sunday through Saturday.

9.1.3 All hours in excess of 40 hours per week will be compensated at an overtime calculated rate based on the Fair Labor Standards formula for multi-rate jobs.

9.1.4 All monitors will be compensated for no less than their original route bid time, unless monitor willingly gives up part of their original route.

9.1.5 Monitors are paid an hourly rate which is calculated based on actual minutes worked.

9.1.6 Monitors will be compensated for hours worked according to the payroll date schedule established by the payroll department, typically every other Friday. A pay period schedule will be included in the bid packet at the beginning of each school year.

9.2 Clocking In and Out

9.2.1 Failure to clock-in on time eliminates any guarantee of time and monitor will be paid only from time clocked in. If the dispatcher is called to clock-in a monitor, it will be a minimum of 10 minutes penalty. If a monitor fails to clock out, the monitor will be paid until the normal end time of the route. If the system is "down" this does not apply. Multiple failures to clock-in or out will result in disciplinary action.

9.2.2 Safety Meeting - Monitors will be compensated for their attendance at the safety meeting at regular rate of pay.

9.2.3 If a monitor is unable to complete their route due to circumstances beyond their control (i.e., mechanical issues, return a student to school, student gets sick on the bus, etc.), the monitor will be paid for the scheduled route time (this does not include early dismissal or testing days).

9.3 Pay/Wage Schedule

2023-2024	2024-2025	2025-2026
\$17.25	\$17.89	\$18.55

## 9.4 Holidays

9.4.1 Monitors who work on average 17.5 hours per week (those who are IMRF eligible) during the school year receive paid holidays as listed below:

Labor Day  
Columbus Day  
Thanksgiving  
Martin Luther King Day  
Presidents Day  
Good Friday  
Memorial Day

Note: Pay for Memorial Day may not occur on the holiday if the school year calendar has ended prior to Memorial Day. When the previous situation occurs, Memorial holiday pay will be given on the Friday after the Thanksgiving holiday.

9.4.2 Monitors working on a PAID holiday will receive regular holiday pay, in addition, they will receive time and a half for additional hours worked.

9.4.3 Monitors working on a District designated holiday, but a non-paid transportation holiday will receive time and a half.

9.4.4 Monitors missing the day before or after a holiday will be paid for the holiday but not the sick day unless they have a doctor's note.

## 10. Discipline/Cause for Dismissal

10.1 Procedures: Verbal warning, written reprimands, suspension without pay and dismissal from employment for disciplinary reasons shall be for cause. This provision shall not apply to dismissal or change in employment status, which occurs for non-disciplinary reasons, such as a reduction in the workforce, nor shall the provision apply to probationary employees.

10.1.1 Employee discipline shall, in the usual case, follow progressive discipline concepts with the disciplinary steps being:

1. Verbal warning
2. Written reprimand
3. Suspension without pay
4. Discharge

10.1.2 Where in management's judgment, the circumstances of a particular case and/or the seriousness of a particular offense make the application of progressive discipline inappropriate, the appropriate discipline step to be used will be determined by management. Suspension without pay and discharge are subject to the appeal procedure.

10.1.3 All disciplinary action shall be handled privately. Each party has the right to have another employee or legal representation present.

10.1.4 Disciplinary action shall not be made public except where expressly required by statute.

10.1.5 All school bus monitors shall have the right to appeal a disciplinary decision by the Director of Transportation to the Assistant Superintendent of Business Services.

- 10.1.6 For the safety (allergies and cleanliness) of all staff, no animals can be brought into or maintained in the building.
- 10.1.7 A monitor may request to review their personnel file by contacting the Human Resources Department.
- 10.1.8 Causes that may lead to immediate dismissal by the Board of Education:
- Violation of Board of Education policy
  - Violation of any rule or regulation of the Illinois Department of Transportation (IDOT)
  - Violation of any rule or regulation of the Illinois State Board of Education (ISBE)
  - Gross insubordination
  - Gross misconduct
  - Three (3) disciplinary reports within a rolling year.
  - Falsification of time records or manipulation of the time reporting process for compensation purposes.
- 10.1.9 When a school bus monitor is not satisfied with the decision of the Assistant Superintendent of Business Services, the monitor may initiate the following appeal process:
- Within ten (10) days of receipt of written notification of the disciplinary action, the employee may request in writing a meeting with the Assistant Superintendent of Human Resources.
  - Within five (5) days of receipt of a written request from the employee, to appeal the disciplinary action, the Assistant Superintendent of Human Resources will meet with the employee. The employee has the right to representation at this meeting.
  - Within five (5) days of the meeting between the Assistant Superintendent of Human Resources and the employee, the Assistant Superintendent of Human Resources will notify, in writing, the employee of the decision regarding the disciplinary action.

# Glossary of Terms

ACA –  
Affordable Care Act

Bidding –  
The process used for field trip allotment where each driver and/or monitor enters the field trips they wish to work on the field trip board/seniority list in the order of priority.

Director of Transportation –  
For the purposes of this agreement, all references to the Director Transportation will mean the Director of Transportation or his/her designee.

Discipline Year –  
For the purposes of this agreement a discipline year is considered to be a rolling year. For example, in March the year is defined as March through February.

DOT –  
Department of Transportation

ISBE –  
Illinois State Board of Education

IDOT –  
Illinois Department of Transportation

IMRF –  
Illinois Municipal Retirement Fund

Lottery –  
The process used to select the starting point for field trip assignments.

SPED –  
Special Education

TBA –  
To Be Announced

WCA –  
Working Conditions Agreement

CPI –  
Consumer Price Index – A measure of the average change over time in the prices paid by urban consumers for a market basket of consumer goods and services.

FLSA –  
Fair Labor Standards Act – Federal law which establishes minimum wage, overtime pay eligibility, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in federal, state, and local governments.  
Employees covered by the act must receive overtime pay for hours worked over 40 hours in a work week at a rate not less than one and one half their regular rate of pay.  
The act does not require overtime pay for work on Saturdays, Sundays, holidays, or regular days of rest unless overtime is worked on such days.



