Geneva Community Unit School District 304

Transportation Working Agreement

July 1, 2026 - June 30, 2029

District 304 Board/Administration/Transportation Working Agreement

The purpose of the Transportation Working Agreement is to contribute to the overall effectiveness and efficiency of Transportation Personnel through clearly communicated working conditions arrangements. This handbook should not be construed as a binding contract.

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1. Purpose and Functions of Transportation Personnel

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.

BUS DRIVERS

2. Conditions of Employment

2.1 Bus Drivers must adhere to all applicable policies and/or regulations set forth by the following entities:

- Geneva CUSD 304 Board of Education,
- Federal Motor Carrier Safety Administration (FMCSA),
- FMCSA Clearinghouse,
- Illinois State Board of Education (ISBE), and
- Illinois Department of Transportation (IDOT)

2.2 Drug and Alcohol Testing

An annual query through the FMCSA Clearinghouse will be conducted on each Driver.

Drivers will be subject to random drug and alcohol testing.

Once a perspective Driver in training obtains their Commercial Learner's Permit (CLP), they must be part of the FMCSA Clearinghouse.

Both FMCSA Clearinghouse and Geneva CUSD 304 require Drivers to continue to be part of the Clearinghouse for the duration of their employment as a Driver.

An annual Motor Vehicle Records (MVR) will be requested for all current Drivers from the state of Illinois.

2.3 DOT Physical Exam

A DOT Physical Exam must be completed by a perspective Driver prior to employment.

The day of the August in-service safety meeting and state-mandated refresher course is for most Drivers 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 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 or attend the August in-service safety meeting and state-mandated refresher course.

2.4 Probationary Period

All Drivers are subject to a one (1) year probation period from their official employment date.

All Drivers will be evaluated at least two (2) times during the probationary period.

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

An evaluation may not be done in person. A supervisor may evaluate a Driver either by the on-board video or by live feed.

A Driver in their first ninety (90) days of work, including non-attendance days in June, July, and August are not eligible for:

- Field trips
- Substitute for SPED Routes
- Substitute for Activity Routes

Exceptions: A new Driver, without prior experience, assigned to a route requiring mandatory field trips or a new Driver, without prior experience, assigned to a Substitute Driver position. The decision to allow a new Driver to bid on a mandatory field trip route or Substitute Driver position will be at the discretion of the Director of Transportation, Assistant Director of Transportation, or designee.

Driving students to field trip destinations and/or athletic events is part of the Driver position.

All Drivers are expected to bid on field trips after their ninety (90) day probationary period.

3. Seniority

The official employment date is the date a prospective Driver signs the Human Resources employment terms.

The official seniority date is the start date of behind-the-wheel training.

If two (2) or more Drivers have the same seniority date, the date and time of acceptance will establish seniority.

If a Driver is out on extended medical leave which impacts their school Driver permit renewal, they will lose their seniority. The Driver will be considered a new hire upon their return.

If a Driver stops working as a Driver by working in another position, department, or ceasing employment with the district and are then rehired, they will lose their seniority. The Driver will be considered a new hire upon their return.

4. Professional Attire

Proper dress code will be enforced by the Director of Transportation, Assistant Director of Transportation, or designee.

The following dress code applies:

- Acceptable attire:
    - Pants, shorts that are loose fitting, t-shirts, gym shoes, loafers, rubber/non-slip soled shoes, low heeled shoes and/or boots
- Unacceptable attire:
    - Spandex shorts, athletic shorts, running shorts, bicycle shorts, no shorts shorter than four (4) inches above the knee, flip-flops, sandals, moccasins, leather soles, high heels, Crocs or similar footwear, sling backs, tank or halter tops, low cut revealing shirts/blouses, t-shirts with slogans or inappropriate logos

5. Safety Meeting Attendance

All Drivers must attend monthly safety meetings.

The first meeting of the new school year will the August in-service safety meeting which includes the state mandated two (2) hour refresher course.

The date of the August in-service meeting will be determined by the Director of Transportation, Assistant Director of Transportation, or designee.

The date of the August in-service meeting will usually occur during the week prior to the first day of school.

Two (2) safety meetings are scheduled each month from 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 the RegEd hourly rate of pay.

6. Calendars

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

The Director of Transportation, Assistant Director of Transportation, or designee will provide all Drivers with the official school calendar upon approval of the Board of Education.

All new Drivers will be given the official school calendar for the current school year and each subsequent school year upon hire.

7. Reimbursements

Geneva CUSD 304 will reimburse Drivers for the fees below:

- Illinois Secretary of State School Bus Permit
- Illinois Secretary of State four (4) year license renewal
- ISBE required eight (8) hour initial class for school Drivers in training
- ISBE required two (2) hour refresher course for current Drivers

8. Time Off

Individuals employed as Drivers in Geneva CUSD 304 are expected to work each day of student attendance during each school year.

An absence for any reason other than illness on a school day creates an undue hardship for the efficient operation of the Transportation department.

Drivers are discouraged from requesting time off on school days.

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 (2) weeks in advance of the requested absence.
- No more than three (3) absence requests for reasons other than illness will be approved on any school day.

A blackout date calendar will be maintained by the Transportation department and updated on a regular basis. Requests for time off will not be considered during these blackout dates:

- 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 CUSD 304 half day of school

A request for more than two (2) consecutive school days for reasons other than illness is subject to review and approval by the Assistant Superintendent-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. All requests will be reviewed on a base-by-case basis.

The district may require a physician's statement as a condition for payment and use of days.

9. Sick Leave, Personal Leave

9.1 Sick Leave

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.

Drivers that qualify for Geneva CUSD 304 membership in the Illinois Municipal Retirement Fund (IMRF) shall be eligible for sick days.

Completed Years of Service	Sick Days
1-10	10 Days
11-15	12 Days
16-20	14 Days
20+	16 Days

Sick leave shall include absences for:

- Personal illness or injury
- Pregnancy and/or childbirth and any related medical condition
- Serious illness or death in their immediate family which includes parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians.

When a Driver calls in sick, they must speak directly to the Director Transportation, Assistant Director of Transportation, or the Driver's Supervisor. Leaving a voicemail, texting and/or sending an email is not acceptable.

Drivers must call in during one of the following times:

- AM Routes- between 6:00 a.m. and 6:15 a.m.
- Midday Routes- at least ninety (90) minutes prior to the scheduled start of the route
- PM Routes- at least ninety (90) minutes prior to the scheduled start

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.

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 Driver" along with a return to work physical from an authorized medical clinic before returning to work.

Sick leave pay is determined based upon the scheduled daily route time.

Field trip pay is not included in sick pay day.

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 licenses 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.

Four (4) 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.

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 up the return of the regular Driver.

9.2 Personal Leave

Drivers that qualify for Geneva CUSD 304 membership in the Illinois Municipal Retirement Fund (IMRF) shall receive personal days in accordance with the following schedule:

Completed Years of Service	Personal Days
0-4	2 Days
5-9	3 Days
10+	4 Days

During the first year of employment, personal leave will be prorated from the first day of employment through June 30th.

Unused personal leave will convert to sick leave at the end of the fiscal year.

Personal leave can include requests for:

- Conduct legal business
- Observe religious holidays
- Attend funerals not covered by sick leave
- Attend to family matters (i.e. weddings, graduations, taking a child to college, etc.)

Personal leave should not include requests for:

- Secondary employment
- Recreational time
- The day before or after an extended break

Personal leave requests should be submitted using the Request Day Off form with as much advance notice as possible.

All personal leave requests are subject to review and approval by the Director of Transportation, Assistant Director of Transportation, or designee.

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 vacation period
- Early dismissal days
- During the months of May or June

10. Jury Duty

Drivers will be compensated for their regular route pay while serving on jury duty.

In order to receive their regular pay, the Drivers must report the amount on the check that they receive from the judicial authority for the daily per diem to the Director of Transportation, Assistant Director of Transportation, or designee, then the Driver will receive that adjusted amount for the day.

The district will also reimburse for mileage that was included in the check from the judicial authority.

11. Health Insurance

Geneva CUSD 304 follows the health care compliance laws under the government's Affordable Care Act (ACA) 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 (i.e. Drivers who work at least thirty (30) hours on average during the annual ACA measurement period), such Driver will be offered benefits set for in the agreement between the Board of Education and the Geneva Education Association.

12. Illinois Municipal Retirement Fund (IMRF)

Drivers whose combined route and field trip hours average in excess of three and half (3 ½) hours per day will participate in IMRF.

The statutory requirement is four and half percent (4.5%) of gross salary.

Drivers who have previously qualified for participation in IMRF, who may have a regularly scheduled route less than three and half (3 ½) hours per day, will have an administrative review to determine if they qualify for IMRF because of additional duties performed for Geneva CUSD 304.

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.

13. 403(b) Retirement Plan

A 403(b) plan is a retirement plan available to all Geneva CUSD 304 employees.

Contributions 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.

There are eight (8) providers that have been allowed to offer 403(b) plans to district staff.
You will need to contact one of the approved providers to determine the type of 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.

Plans may be started, changed or terminated quarterly- January 1, April 1, July 1 or October 1 and forms sent to Human Resources at least fifteen (15) days prior to the quarterly effective date. Benefit questions can be addressed to the Benefits & Leave Specialist in Human Resources at 630-463-3057.

14. Route Bidding

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.

Assignment of route(s) will be based upon the following criteria:

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

All school routes will be available for viewing by 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.

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.

As Drivers select routes and they are approved and signed by the Director of Transportation, Assistant Director of Transportation, or designee, the route sheet will be removed from the table.

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.

Drivers who pick routes that are designated as **mandatory field trip** routes must be available to drive all required field trips.

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

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

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 the route pay only if the route is driven on the designated date and AM route time.

The Director of Transportation, Assistant Director of Transportation, or designee have the right to eliminate any route that falls below fifty percent (50%) capacity at any point during the school year. The assigned Driver's route will be made whole with another assignment.

A Driver may be assigned to an unassigned or open route for various reasons including long-term illness.

The route selection as described above 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.

Open routes will be posted for forty-eight (48) hours on the employee notice bulletin board. The notice will be signed and dated by the Director of Transportation, Assistant Director of Transportation, or designee.

A Driver is limited to one AM/PM route change per school year.

Any Driver with an absence of six percent (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-Business, 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 permanent substitute position for the next school year.

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 route but will be permitted to driver when no other driver is available to substitute for a Driver who is out as a result of illness or other scheduled absence.

15. SPED Route Requirements

SPED Drivers are not allowed to switch routes, including pre-school, within the regular school year, which is typically August through May. Exceptions are:

- Performance based, giving the Director of Transportation, Assistant Director of Transportation, or designee the ability to re-assign the SPED Driver.
- When the SPED Driver was not able to bid on a RegEd route and was assigned to a SPED route.

SPED Drivers will retain their in-district route for summer unless they do not want that route which then would go up for bid in accordance with Section 14.

SPED Drivers who have private placement routes agree to do the summer route when they bid on that route at the beginning of the school year if student(s) attend.

SPED Drivers cannot give up any part of their SPED route to drive a field trip until their third round.

SPED Drivers will receive an additional $1.00 per hour compensation when transporting SPED students during the SPED routes and SPED field trips.

SPED Drivers will be paid RegEd pay for safety meetings and training.

SPED Drivers will receive regular Field Trip pay for any regular field trips they do.

SPED Drivers will follow their students' school calendar.

SPED Drivers could be asked to cover another route on the day the students do not go to school.

SPED Drivers who have requested time off for their midday route then return early with short or no notice will not be allowed to return for their midday route since another Driver has already been

assigned and paid to cover that route. It is acceptable to come in for a SPED AM or SPED PM route as the route would be covered by a Sub Driver.

16. Extra Route Requirements

An extra route is any additional route not included in a Driver's original assignment.

The extra route will be posted on the board for bidding.

The extra route has to be compatible with the Driver's original bid route.

The assignment of any extra route will be limited to one with one exception: a Driver already has an extra route and is the only Driver to bid on a second extra route will be assigned that route.

Fox Valley Career Center (FVCC) and activity routes will be assigned based on the bidding and assignment process in accordance with Section 14.

17. Permanent Substitute Bus Drivers

Geneva CUSD 304 shall employ Permanent Substitute Drivers to be available for all regularly scheduled AM and PM routes including nights and weekends for field trip assignments.

A Permanent Substitute Driver route will be assigned based on the bidding and assignment process in accordance with Section 14.

A Permanent Substitute Driver is scheduled to work each day of student attendance but does not have a regularly scheduled AM or PM route.

A Permanent Substitute Driver has all the rights and conditions under these working agreements as a regular Driver.

A Permanent Substitute Driver will have a minimum guarantee of time paid equal to the longest regular AM and PM route. The guaranteed paid length of this route will be established and documented on the route selection sheet prior to the bidding process.

In spring and fall or when deemed necessary by the Director of Transportation, Assistant Director of Transportation, or designee, Permanent Substitute Drivers will be restricted from bidding on first round field trips, Saturday and Sunday field trips that would prevent the Driver from being available for any route or field trip that would be assigned to them.

If all other options have been exhausted, the Director of Transportation, Assistant Director of Transportation, or designee, may assign a Permanent Substitute Driver to a field trip. The Permanent Substitute Driver will be compensated at their regular route rate of pay until their guaranteed time has been met at which time the field trip pay will begin. The minimum two (2) hour field trip guarantee does not apply under this condition.

Permanent Substitute Drivers may not bid on extra routes.

Permanent Substitute Drivers are paid at regular rate of pay for all safety meetings and training.

When a field trip needs to be assigned to a Permanent Substitute Driver, the office will refer to a rotation list of Substitute Drivers. The Substitute Driver that is up next will have first choice at accepting or declining the available field trips that need to be covered.

If one field trip is available, the Permanent Substitute Driver may choose to cover the field trip or turn it down. If there are multiple field trips to cover, the first Substitute Driver on the rotation list may choose which field trip they would like to cover or turn down all available field trips.
This process will continue until all field trips are assigned.

In the event all field trips are not assigned after the rotation comes back around, the Permanent Substitute Driver with the first "turn down" will be required to either take the field trip(s) or receive one (1) strike.

Strikes are as follows:

- One (1) strike is equal to a field trip turn back.
- Two (2) strikes are equal to one (1) missed field trip which then the Substitute Driver will be prohibited from bidding on any regular filed trips in the next round of bidding.
- Four (4) strikes are equal to two (2) missed field trips which then the Substitute Driver will be prohibited from bidding on all field trips the remainder of the school year.
- Substitute Drivers may be barred from bidding on a Substitute Driver position the following year.

18. On-Call Bus Drivers

On-Call Drivers do not have regularly scheduled route assignments and do not meet the terms and conditions of a Permanent Substitute Driver.

On-Call Drivers will be paid at the first level of compensation for the school year.

On-Call Drivers will not accrue years of service for the purpose of seniority. On-Call Drivers will not retain nor accrue seniority when changing status from a Driver to an On-Call Driver. If this change is associated with a temporary change in status due to a medical leave, the above seniority rule will not apply. If an On-Call Driver wishes to return to a Driver position, their employment date for the purpose of seniority will be the date change in position is effective.

On-Call Drivers are not eligible to bid on field trips.

19. Substituting for Midday, Pre-School and Activity Routes

A rotating list of all Drivers will be maintained for absences based on the seniority list.

When it is known that an absence will be more than two (2) weeks, the rotating list will not be used as the route will be offered to the next eligible Driver on the seniority list.

Is a Driver has their 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 Driver can be found.

The rotation list continues and does not revert back to a skipped Driver whatever the cause for non-acceptance.

In an emergency, the Director of Transportation, Assistant Director of Transportation, or designee may assign a Driver to an AM, PM, pre-school, midday or activity route without defaulting to the Substitute Driver list.

When all Substitute Drivers are exhausted, a probationary Driver with prior experience may be used.

20. Field Trips

20.1 Field Trip General Guidelines

Driving students to field trip destinations and/or athletic events is part of the Driver position. All Drivers are expected to bid on field trips after their ninety (90) day probationary period.

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.

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 field trip, the field trip will be assigned before going to second round.

Drivers will not be assigned more than one (1) field trip per day when school is **not** in session, for example Saturdays, Sundays, or holidays.

It is the Driver's responsibility to know the field 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 break room to access MapQuest or Google maps. Please make use of these resources well in advance of your departure.

It is the Driver's responsibility to pick up an I-Pass and sign out a fuel card (district P-card) from the office before the field trip. If the Driver does not take an I-Pass, the employee will be responsible for any fines associated with the said field trip. Going through a toll without an I-Pass doubles the toll charge and will have additional fines if not reported before fourteen (14) days.

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.

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; no seat belts are necessary because of high seat backs, seats close together (prevents submarining) and works only if seated properly; no eating on bus due to being a choking hazard.

Coaches and players should be reminded they are not to open the rear door, that is the Diver'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.

All normal school rules and regulations are to be observed while on the school bus and the 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.

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.

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 (i.e. the other team has arrived, right venue, they have everything they need from the bus).

Stay relatively near the event (within fifteen (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".

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.

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.

If weather is threatening, stay put!

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.

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 Unusual Occurrence Report (UOR) and turned in to the Director of Transportation, Assistant Director of Transportation, or designee will advise the Athletic Director or Principal of the problem.

If you need assistance during a field trip, contact the Director of Transportation, Assistant Director of Transportation, or Driver’s Supervisor. It is best to have a card with all staff emergency contact numbers with you.

A two (2) hour minimum applies to all field trips.

A minimum of two (2) hours pay will apply when the Driver arrives at the bus garage, at the designated time, without prior notice of a cancellation, unless the Driver is able to replace the trip, on the same day, of equal or greater time.

If a Driver arrives at the school for a trip and the school failed to let us know the trip was cancelled, the Driver will get two (2) hours pay and gets to pick a new trip.

This includes weekends as long as the trip cancelled is not weather related.

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

In an emergency, the Director of Transportation, Assistant Director of Transportation, or designee, in these rare situations, may assign a Driver to a field trip without defaulting to the field trip lottery list. This will not alter the existing start point of the lottery field trip list.

All attempts will be made to award a field trip to the Driver who selects the field trip with the exception of if the assignment of a field trip causes 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.

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.

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 fifth (5th) hour of a seven and half (7½) hour or more field trip. The bus must be locked and unavailable during this break.

All field trips are numbered sequentially, as a trip with multiple buses are being assigned, the sequence of the trips (bus 1 of 3, bus 2 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 two (2) hour minimum will apply to the cancelled bus(es).

20.2 Bidding Guidelines for Field Trip

Drivers are given their official AM/MD/PM start and end times within their first two (2) 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 field trips may be necessary to fill all field trip assignments.

All known field trips will be posted for Driver review one (1) week in advance, Wednesday at 12:00 p.m. and will be removed promptly after bidding at 10:00 a.m. the following Wednesday.

When the field trip list is taken down, the number of Drivers who signed up for the trips will be totaled, witnessed by one (1) Driver. That number will be entered into www.researchrandomizer.org, which will randomly select the beginning number for the Driver for that week. Every effort will be made to determine and post field trips by 12:00 p.m. on Thursday.

If new field trips become available after the official field trip assignment has been posted, then the new field trips will continue at the point of the last assignment.

Field trips must not put a Driver in excess of forty (40) for the week.

20.2.1 First Round (highlighted in blue on the field trip board)
Drivers are not allowed to give up any part of their routes to take a field trip until second round of bidding.

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.

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 2nd and 3rd round.

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.

Priority bidding will be given to the Drivers of mandatory 3:00 p.m., 3:30 p.m., and 3:40 p.m. field trips, barring other Drivers from bidding on these trips in the first round, regardless of their availability.

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.

20.2.2 Second Round (highlighted in yellow on field trip board)

If a Driver 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.

Substitute Drivers, signing up for an open field trip in the 2nd round or later will forfeit their guaranteed route pay and receive field trip pay from the beginning/end of the trip.

Drivers are not allowed to give up their pre-school or SPED route(s) except when there are no students to transport.

20.2.3 Third Round (highlighted in orange on the field trip board)
If a Substitute Driver 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.

Substitute Drivers signing up for an open field trip in the 3rd round will forfeit their guarantee route pay and will receive field trip pay from the beginning/end of the field trip.

Giving up SPED routes is allowed in the 3rd round.

20.3 Field Trip Lottery Guidelines
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, 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 4th Driver in the list of Drivers who bid on trips).

Second and third round starting points will be determined by the same lottery system.

Every effort will be made to determine and post field trip assignments by 12:00 p.m. on Thursday.

20.4 New Field Trips Within the Same Week (highlighted in blue on field trip board)
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.

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.

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.

20.5 Missed, Turned Back and Cancelled Field Trips

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.

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

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

Cancelled field trips are highlighted in pink on field trip log.

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.

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.

If the field trip is not rescheduled and it is scheduled 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.

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

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

When a field trip of ten (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 field 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 above would apply.

21. Clocking In and Out Rules

21.1 Clocking In With Pre-Trips

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 five (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 five (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 pre-trip their bus
    - Five (5) minutes travel time
    - Five (5) minutes (arrive at school five (5) minutes prior to pick up time)
    - This is a total of twenty-five (25) minutes

21.2 Clocking In Rules Without Pre-Trip

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 office
    - Fifteen (15) minutes travel time
    - Five (5) minutes (arrive at school five (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 office
    - 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 to their bus from the office.
    - Five (5) minutes travel time
    - Five (5) minutes (arrive at school five (5) minutes prior to pick up time)
    - This is a total of twelve (12) minutes

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 Clocking out time, whichever comes first.

21.3 Clocking Out Rules
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 the time the bus was empty.

- Drivers traveling from HSS are allotted:
    - Fifteen (15) minutes travel time
    - Five (5) minutes to park bus, sweep bus, close windows/hatch and lock bus up
    - Two (2) minutes to walk from their bus to the office to turn in paperwork and keys
    - This is a total of twenty (22) minutes
- Drivers traveling from any school east of Randall Road (except HSS) GHS, WES, WAS, or STP are allotted:
    - Ten (10) minutes travel time
    - Five (5) minutes to park bus, sweep bus, close windows/hatch and lock bus up
    - Two (2) minutes to walk from their bus to the office to turn in paperwork and keys
    - This is a total of seventeen (17) minutes
- Drivers traveling from any school west of Randall Road: FES, HES, GMSN, GMSS, and MCS are allotted:
    - Five (5) minutes travel time
    - Five (5) minutes to park bus, sweep bus, close windows/hatch and lock bus up
    - Two (2) minutes to walk from their bus to the office to turn in paperwork and key
    - This is a total of twelve (12) minutes

21.4 Weekend Field Trips
Clocking in time is determined by the location of the school, refer to clocking in rules with a pre-trip.

Clocking out time is determined by the location of the school, refer to clocking out rules.

21.5 Overnight Field Trips

In most cases, Drivers will not be able to bid on overnight field trips until 2nd round. Drivers with a SPED route will not be able to bid on overnight field trips until 3rd round.

Drivers are paid eight (8) hours per day. If the coach needs you to be there more than eight (8) hours, they are to sign the back of the field trip form and with an explanation.

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 paid out the 1st of the month.

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.

It is the Driver's responsibility, prior to the field trip, to check Mapquest or Google Maps for directions for the field trip destination.

Hours of Service – (Drive time) FMCSA Regulations
Commercial Drivers are limited to a maximum of 10 (ten) hours of driving within a fifteen (15) hour on-duty period, followed by at least eight (8) consecutive hours off duty. On-duty time includes driving, loading, and waiting with a maximum of fifteen (15) hours allowed per day.

22. Compensation

22.1 Compensation Guidelines
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.

The work week is defined as Sunday through Saturday.

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

All Drivers will be compensated for no less than their original route bid time, unless driver voluntarily gives up part of their original route.

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

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.

All drivers must arrive fifteen (15) minutes prior to their scheduled AM and PM departure time for the mandatory bus pre-check.

Drivers are paid for two fifteen (15) minute pre-trips each day to allow for fueling and cleaning of the bus. All Drivers are assigned to a single bus; therefore, usually, only one (1) pre-trip is necessary per day (the Driver should check the pre-trip book and if bus was used, a second pre-trip is required).

Fluid checks are performed by a district mechanic every day (this is normal for 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.

All Drivers will arrive two (2) minutes prior to the leave time of any additional routes (no pre-trip necessary).

PM routes - All Drivers will arrive at their school five (5) minutes prior to release time.

Safety Meeting - All Drivers will be compensated for their attendance at the safety meeting at the RegEd hourly route rate of pay.

Random drug and Alcohol Testing is a condition of employment - On the day a Driver is called into the office for a random drug test or alcohol test, the Driver’s route will end at the time the random drug test is completed. The Driver will need to fill out a discrepancy sheet.

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).

One hour minimum will be paid for routes less than sixty (60) minutes, except when it is an "add on to an existing route".

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 time or as close as possible.

If a driver is called into the office for any reason by transportation personnel, the driver stays on the clock and must fill out a discrepancy sheet.

Extra Work – Non-student related bus driving such as safety lane, shuttling buses, taking buses to Central State will be paid at regular field trip pay.

22.2 Pay Structure
The Assistant Superintendent-Business, the Assistant Superintendent-Human Resources, members of the Board of Education, and representatives from the Transportation Committee meet before the expiration of this Working Agreement to discuss a variety of issues, including compensation rates and benefits.

New compensation rates are effective with the new fiscal year and increases are listed below.

2026-2027 4.50% regular base pay increase
2027-2028 4.15% regular base pay increase
2028-2029 3.95% regular base pay increase

New Hire Rates	**2026-27**	**2027-28**	**2028-29**
AM PM and Activity Routes Hourly Rates	$36.09	$37.59	$39.08
AM PM SPED Routes Hourly Rates	$37.09	$38.59	$40.08

On-Call Driver Rates	**2026-27**	**2027-28**	**2028-29**
On-Call Reg Ed Driver Hourly Rate	$36.09	$37.59	$39.08
On-Call SPED Driver Hourly Rate	$37.09	$38.59	$40.08

Field Trip Rates	**2026-27**	**2027-28**	**2028-29**
Reg Ed Field Trip Hourly Rate	$25.39	$26.45	$27.49
SPED Field Trip Hourly Rate	$26.39	$27.45	$28.49

Permanent Substitute Drivers will receive their base pay plus a $3.00 per hour differential.

22.3 Holidays
Drivers who work on average seventeen and half (17.5) hours per week, those who are IMRF eligible, during the school year receive paid holidays as listed below:

- Labor Day

- Columbus Day
- Wednesday before Thanksgiving
- Thanksgiving
- Martin Luther King Day
- Presidents Day
- 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 this situation occurs, Memorial Day pay will be paid out on the Friday after Thanksgiving.

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

Drivers will receive holiday pay for Juneteenth and/or July 4th when the summer school route is such that the driver is still working at least through June 19th and/or through July 4th. In addition, the driver will receive time and a half if they work on the holiday.

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.

22.4 Attendance
Drivers with perfect attendance at the end of the school year will receive a bonus of $100 on their paycheck.

23. Discipline/Cause for Dismissal

Documented 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.

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

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 leadership. Suspension without pay and discharge are subject to the appeal procedure.

All disciplinary actions shall be handled privately. Each party has the right to have a member of the Working Conditions Committee, another employee or legal representation present.

Disciplinary actions shall not be made public except where expressly required by statute.
All Drivers shall have the right to appeal a disciplinary decision by the Director of Transportation to the Assistant Superintendent-Business Services.

For the safety (allergies and cleanliness) of all staff, no animals can be brought into or maintained in the building.

A Driver may request to review their personnel file by contacting the Human Resources Department.

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 FMCSA to include the Clearinghouse
- Violation of any rule and/or regulation of the IDOT
- Violation of any rule and/or regulation of the 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 and/or 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

When a Driver is not satisfied with the decision of the Assistant Superintendent Business Services, the 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-Human Resources.

- Within five (5) days of receipt of a written request from the employee, to appeal the disciplinary action, the Assistant Superintendent-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-Human Resources and the employee, the Assistant Superintendent-Human Resources will notify, in writing, the employee of the decision regarding the disciplinary action.

SCHOOL BUS MONITOR

24. Conditions of Employment

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

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.

Monitors will be evaluated at least two (2) times during the one (1) year probationary period. After their one (1) year probationary period, all monitors will be evaluated at least one (1) time during the school year.

25. Seniority

Seniority will be determined by the official employment date.

If two (2) or more Monitors have the same seniority date, the date and time of the acceptance will establish seniority.

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.

26. Professional Attire

Proper dress code will be enforced by the Director of Transportation, Assistant Director of Transportation, or designee.

The following dress code applies:

- Acceptable attire:
    - Pants, shorts that are loose fitting, t-shirts, gym shoes, loafers, rubber/non-slip soled shoes, low heeled shoes and/or boots
- Unacceptable attire:

- Spandex shorts, athletic shorts, running shorts, bicycle shorts, no shorts shorter than four (4) inches above the knee, flip-flops, sandals, moccasins, leather soles, high heels, Crocs or similar footwear, sling backs, tank or halter tops, low cut revealing shirts/blouses, t-shirts with slogans or inappropriate logos

27. Safety Meeting Attendance

All Monitors must attend the monthly safety meetings.

The first meeting of the new school year for the Monitors will be the August in-service meeting. The date of the August in-service meeting 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 (2) 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 normal monitor hourly rate of pay.

28. Calendars

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

The Director of Transportation, Assistant Director of Transportation, or designee will provide all school 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.

29. Time Off

Individuals employed as Monitors in Geneva CUSD 304 are expected to work each day of student attendance during each school year.

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.

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.

The Blackout Date Calendar will be maintained by the transportation department and updated on a regular basis. 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 CUSD 304 half day of school

Additional Black Out Dates can be added to the school calendar after three (3) or more absence have been requested.

A request for an absence on a day described above or for more than two (2) consecutive school days, for reasons other than illness, is subject to review and approval by the Assistant Superintendent-Human Resources, and the Director of Transportation, Assistant Director of Transportation, or designee.

Request for an absence should not include requests for:

- Secondary employment
- Recreational time
- The day before or after an extended break

Consideration will be given for major life events.

All requests will be reviewed on a case-by-case basis.

The District may require a physician's statement as a condition for payment and use of days.

29.1 Sick Leave

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.

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.

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 above.

Completed Years of Service	Sick Days
1-10	10 Days
11-15	12 Days
16-20	14 Days
20+	16 Days

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.

Sick leave pay is determined based upon the scheduled daily route time. Field trip pay is not included in sick day pay.

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.

Four (4) 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.

If a Monitor needs to call in sick, they must speak directly to the Director of Transportation, Assistant Director of Transportation, or the monitor's Supervisor. Leaving a voicemail, texting, or sending an email is not acceptable. Monitors must call in during one of the following times:

- AM Routes - between 6:00 a.m. and 6:15 a.m.
- 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

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.

29.2 Personal Leave

Once a 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

During the first year of employment, personal leave will be prorated from the first day of employment through June 30th.

Unused personal leave will convert to sick leave at the end of the fiscal year.

Personal leave can include requests for:

- Conduct legal business
- Observe religious holidays
- Attend funerals not covered by sick leave
- Attend to family matters (i.e. weddings, graduations, taking a child to college, etc.)

Personal leave requests should be submitted using the day off request form with as much advance notice as possible.

All personal leave requests are subject to review and approval by the Director of Transportation, Assistant Director of Transportation, or designee.

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

30. Jury Duty

Monitors will be compensated for their regular route pay while serving on jury duty.
In order to receive their regular pay, the Monitor must report the amount on the check that they receive from the judicial authority for the daily per diem to the Director of Transportation, Assistant Director of Transportation, or designee, then the Monitor will receive that adjusted amount for the day.

The District will also reimburse for mileage that was included in the check from the judicial authority.

31. Health Insurance

Geneva CUSD 304 follows the health care compliance laws under the government's Affordable Care Act (ACA) and any successor plan deemed applicable in the future by the federal government.

Should a Monitor meet the federal law rules that require the district to offer health insurance (i.e. Monitor who works at least thirty (30) hours on average during the annual ACA measurement period), such Monitor will be offered benefits set for in the agreement between the Board of Education and the Geneva Education Association.

32. Illinois Municipal Retirement Fund (IMRF)

Monitors whose combined route and field trip hours average in excess of three and half (3 ½) hours per day will participate in IMRF.

The statutory requirement is four and half percent (4.5%) of gross salary.

Monitors who have previously qualified for participation in IMRF, who may have a regularly scheduled route less than three and half (3 ½) hours per day, will have an administrative review to determine if they qualify for IMRF because of additional duties performed for Geneva CUSD 304.

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.

33. 403(b) Retirement Plan

A 403(b) plan is a retirement plan available to all Geneva CUSD 304 employees.

Contributions 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.

There are eight (8) providers that have been allowed to offer 403(b) plans to district staff.

You will need to contact one of the approved providers to determine the type of 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.

Plans may be started, changed or terminated quarterly- January 1, April 1, July 1 or October 1 and forms sent to Human Resources at least fifteen (15) days prior to the quarterly effective date. Benefit questions can be addressed to the Benefits & Leave Specialist in Human Resources at 630-463-3057.

34. Monitor Requirements

Monitors are not allowed to switch routes within the regular school year, typically August through May.

Monitors may change their route when bidding on summer routes, typically mid-June through mid-August.

Monitors will retain their route for summer unless they do not want the route. If a Monitor does not want the summer route, the route will then go up for bid, in accordance with item listed in Section 15.

Monitors will receive Monitor pay for any SPED field trip they are signed up on.

35. Extra Route Assignment

An extra route assignment is any additional route not included in the Monitor's original route.

The extra route will be posted on the board for bid.

The extra route has to be compatible with the Monitor’s original bid route.

The assignment of any extra route will be limited to one (1).

36. Route Bidding

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.

Assignment of route(s) will be based upon the following criteria:

- Seniority- most weight
- Nature of route
- Performance in prior years
- Monitor preference

All school bus routes will be available for viewing by Monitors in August as designated by the Director of Transportation, Assistant Director of Transportation, or designee, prior to the picking of routes.

Monitors will have no less than two (2) days to review all routes.

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 the Monitors prior to the last day of school, of the previous school year.

Monitors will have ten (10) minutes for route selection.

As Monitors select routes and they are approved and signed by the Director of Transportation, Assistant Director of Transportation, or designee, the route sheet will be removed from the table.

A Monitor 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.

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

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

The Director of Transportation, Assistant Director of Transportation, or designee have the right to eliminate any route that falls below fifty percent (50%) capacity at any point during the school year. The assigned Monitor’s route will be made whole with another assignment.

A Monitor is limited to one AM/PM route change per school year.

There will be no changes allowed in the Monitors route, including pre-school routes. Monitors must keep the route for the entire year. Exception: Performance based, giving the Director of Transportation, Assistant Director of Transportation, or designee, the ability to reassign the Monitor.

37. Field Trips

Monitors are given their official AM/MD/PM start and end times within their first two (2) 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 field trips may be necessary to fill all field trip assignments.

All known field trips will be posted for Monitors review one (1) week in advance, Wednesday at 12:00 p.m. and will be removed promptly after bidding at 10:00 a.m. the following Wednesday. Field trips will then be assigned in accordance with the "lottery" field trip guidelines.

In the event of an emergency situation, 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.

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.

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

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.

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 fifth (5th) hour of a seven and half (7 ½) hour or more field trip. The bus is to locked and unavailable during this break.

Field trips must not put a Monitor in excess of forty (40) for the week.

37.1 Field Trip Bidding
37.1.1 First Round (highlighted in blue on the field trip board)
Monitors are not allowed to give up any part of their routes to take a field trip until second round of bidding.

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.

TBA trips may be bid on first round; if the start time overlaps the Monitor's regular route time, they may opt out of the trip without it being counted as a turn back.

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.

37.1.2 Second Round (highlighted in yellow on field trip board)
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.

Monitors are not allowed to give up their pre-school or SPED route(s) except when there are no students to transport.

37.1.3 Third Round (highlighted in orange on the field trip board)
Rarely are there any third around field trips for Monitors.

37.2 New Field Trips Within the Same Week (highlighted in blue on the field trip board)
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.

New field 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 field trips.

When a new field 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.

37.3 Field Trip Lottery Guidelines

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, which will randomly select the beginning number for Monitor selection for that week. (Example: Four (4) Monitors bid on trips, the random number chosen is four, assignment would start with the 4th Monitor on the list of Monitors who bid on trips).

Second and third round starting points will be determined by the same lottery system.

Every effort will be made to determine and post field trip assignments by noon on Thursday.

37.4 Missed, Turned Back and Cancelled Field Trips

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.

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

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

Cancelled (highlighted in pink on field trip log)

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.

If a field trip is cancelled and rescheduled within one (1) week, the originally assigned monitor will be given first chance for the replacement trip.

If the trip is not rescheduled and it was scheduled 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.

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

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

When a field trip of ten (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 two (2) hours, would result in a replacement trip not to exceed eight (8) hours).

38. Clocking In and Out

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

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

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 ten (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.

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 on the bus, etc.), the Monitor will be paid for the scheduled route time (this does not include early dismissal or testing days).

39. Compensation

39.1 Compensation Guidelines

Non-instructional employees, such as school 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.

The work week is defined as Sunday through Saturday.

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

All Monitors will be compensated for no less than their original route bid time unless the Monitor voluntarily gives up part of their original route.

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

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

A one (1) hour minimum applies for routes lasting less than sixty (60) minutes.

A two (2) 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 time or as close as possible.

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.

39.2 Pay Structure

The Assistant Superintendent-Business, the Assistant Superintendent-Human Resources, members of the Board of Education, and representatives from the Transportation Committee meet before the expiration of this Working Agreement to discuss a variety of issues, including compensation rates and benefits.

New compensation rates are effective with the new fiscal year and increases are listed below.

2026-27 Variable due to market adjustment and service years
2027-28 4.15%
2028-29 3.95%

New Hire Monitor Rates	2026-27	2027-28	2028-29
	$21.42	$22.31	$23.19

39.3 Holidays

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

- Labor Day
- Columbus Day
- Wednesday before Thanksgiving
- Thanksgiving
- Martin Luther King Day
- Presidents Day
- 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 this situation occurs, Memorial holiday pay will be given on the Friday after Thanksgiving.

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

Monitors will receive holiday pay for Juneteenth and/or July 4th when the summer school route is such that the monitor is still working at least through June 19th and/or or through July 4th. In addition, the Monitor will receive time and a half for additional hours worked.

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.

40. Discipline/Cause for Dismissal

Documented 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.

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

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 leadership. Suspension without pay and discharge are subject to the appeal procedure.

All disciplinary actions shall be handled privately. Each party has the right to have a member of the Working Conditions Committee, another employee or legal representation present.

Disciplinary actions shall not be made public except where expressly required by statute.
All Monitors shall have the right to appeal a disciplinary decision by the Director of Transportation to the Assistant Superintendent-Business Services.

For the safety (allergies and cleanliness) of all staff, no animals can be brought into or maintained in the building.

A Monitor may request to review their personnel file by contacting the Human Resources Department.

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 FMCSA to include the Clearinghouse
- Violation of any rule and/or regulation of the IDOT
- Violation of any rule and/or regulation of the 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 and/or 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

When a Monitor is not satisfied with the decision of the Assistant Superintendent 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-Human Resources.

Within five (5) days of receipt of a written request from the employee, to appeal the disciplinary action, the Assistant Superintendent-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-Human Resources and the employee, the Assistant Superintendent-Human Resources will notify, in writing, the employee of the decision regarding the disciplinary action.

TRANSPORTATION SUPPORT STAFF

41. Classes of Transportation Support Staff

Transportation Support Staff include the following positions:

- Bus Routing and Planning Supervisor
- Bus Washer
- Mechanic

There are three employee classes of Transportation Support Staff:

Class I	Full-time 12-month (fiscal year) employees
Class II	Part-time 12-month (fiscal year) employees
Class III	10-month employees

42. Working Hours / Summer Hours

42.1 Working Hours

The work week shall be Sunday through Saturday. Hours are not to exceed forty (40) per week. In the event that hours are required beyond the established schedule, approval must be obtained, in advance, from the Assistant Superintendent-Human Resources. Overtime compensation will then be paid on the basis noted below for Class I employees if the hours exceed forty (40) per week.

The work week of Class I employees will be forty (40) hours. Work beyond forty (40) hours may be required when tasks to be performed are related to the routine duties of the employee. When required, work beyond forty hours will be compensated, and compensation will be computed at 1 and 1/2 (1.5) times the employee's established rate. If the work must be done on a Sunday or a holiday, the employee will be compensated at the rate of two (2) times the employee's established rate.

Transportation Support Staff who are scheduled to work five (5) hours or more per day are entitled to an unpaid 30-minute lunch break to be designated by their supervisor. In addition, supervisors will make provision for one (1) paid convenience break in the morning and one (1) paid convenience break in the afternoon, with each break not exceeding fifteen (15) minutes in length.

A request for a day without pay must be approved, in advance, by the immediate supervisor and the Assistant Superintendent-Human Resources. Ordinarily, all available vacation, sick, and/or personal leave must be exhausted before a workday without pay will be granted.

42.2 Spring Break/Winter Break/Summer Hours: 12-month Transportation Support Staff

The first week of summer hours will be determined by the last day of school, and the last week of summer hours is typically the first week that 10-month staff return to work.

Option 1 - 40 hour week - 10 hour days

Monday - Thursday	7:00 a.m. - 5:00 p.m. (lunch at desk)	10 hour days

Option 2 - 40 hour week - 9 hour days

Monday - Thursday	7:00 a.m. - 5:00 p.m. (lunch at desk)	9 hour days
Friday	7:00 a.m. – 11:00 a.m.	4 hour day

Any questions regarding summer work options should be directed to the Office of Human Resources.

43. Vacation

Annual paid vacation days to Class I employees are granted as follows:

Completed Years of Service	Vacation
1 - 3	15 days (120 hours)
4 - 9	20 days (160 hours)
10 - 15	22 days (176 hours)
16 - 19	25 days (200 hours)
20+	27 days (216 hours)

Unused vacation time does not accumulate from year to year, but supervisors may apply some flexibility to allow vacation days to carry over if there is a plan to take those vacation days during the month of July after the beginning of the new fiscal year. The use of unused vacation time after July 31 must be approved by the Assistant Superintendent-Human Resources.

Vacation dates are subject to the approval of the immediate supervisor and the Assistant Superintendent-Human Resources. Vacation dates must allow for keeping offices open and maintaining normal services when schools are in session. Vacation days may be taken as single days or in combination upon approval. The days immediately preceding and following school vacation periods may be approved as vacation days for Transportation Support Staff only if there is a special circumstance as approved by the Assistant Superintendent-Human Resources. Vacation periods that exceed 10 consecutive working days will also require special approval from the Assistant Superintendent-Human Resources. Transportation Support Staff will not be required to take vacation days congruent with vacation days taken by their supervisor.

Vacation days are accounted for on a fiscal year basis and are reported to employees in hours via the bi-weekly online pay summary. Employees who are hired during the fiscal year will be granted vacation days prorated through June 30th and then on an annual basis beginning July 1st. Although the accounting of vacation days assumes a certain number for the fiscal year, the actual days are earned as the employee works from month to month. Employees may not take vacation days in advance of being earned unless there is a special circumstance approved by the Assistant Superintendent-Human Resources. In the event that an employee takes approved vacation days in advance of being earned and the employee subsequently leaves the school district prior to earning the days, a compensating adjustment will be made to the final paycheck for the employee.

44. Holidays

Transportation Support Staff receive paid holidays in accordance with the classes below.
Class I and II employees receive 14 paid holidays as listed below:

Fourth of July	Christmas Day
Labor Day	New Year's Eve or Friday before
Columbus Day	New Year's Day
Wednesday before Thanksgiving	Martin Luther King Day
Thanksgiving Day	President's Day
Friday after Thanksgiving	Memorial Day
Christmas Eve or Friday before	Juneteenth

Class III employees receive 9 paid holidays as listed below:

Labor Day	New Year's Day
Columbus Day	Martin Luther King's Birthday
Wednesday before Thanksgiving	President's Day
Thanksgiving Day	Memorial Day
Christmas Day	Juneteenth*

*Class III Transportation Support Staff will receive a paid holiday for the Juneteenth holiday only during years in which the school calendar is such that Class III Transportation Support Staff are still working at least through June 19th.

In the event that school is in session on a holiday listed above, employees will be entitled to a "floating holiday" to be taken within a specified time period on a day mutually agreeable to the employee and the immediate supervisor.

An employee will not be compensated for a paid holiday if the paid holiday is the last day of service in the school district. When a holiday falls on a Saturday or Sunday, either the Friday before or the following Monday will be designated as the holiday by the Assistant Superintendent-Human Resources. In the event that school is in session the Friday before or the following Monday, the Assistant Superintendent-Human Resources will designate when the holiday will be observed.

45. Special Convenience Holiday

When Christmas Day and New Year's Day fall on Wednesday (previous Monday would be a single workday) or on Thursday (following Friday would be a single workday) an additional paid holiday will be granted as a convenience to Class I and Class II Transportation Support Staff assuming they are scheduled to work during this period. This avoids the requirement to work an isolated day between the weekend and the holiday.

46. Sick Leave & Personal Leave

46.1 Sick Leave

A sick day is equal to the amount of time an employee would have worked on the day they are sick. Sick leave shall include absence by reason of personal illness or injury, including temporary disability due to pregnancy, childbirth, or related medical conditions, or serious illness or death in the immediate family of the employee. Immediate members of the family shall include parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, and legal guardians.

Sick leave will be allotted at completed years of service, in accordance with the following schedule:

Years of Completed Service	Sick Leave Allotment (12-month, full-time and part-time) (reported to employee in hours)	Sick Leave Allotment (All other Transportation Support Staff who are eligible for IMRF under the 600-Hour Standard) (reported to employee in hours)
1-10	12 days	10 days
11-15	14 days	12 days
16-20	16 days	14 days
21-24	18 days	16 days
25+	20 days	18 days

In the event that an absence will be for more than five (5) consecutive days, employees should contact the Office of Human Resources to determine whether or not a return to work authorization from a physician is required and whether the employee is eligibility for Family Medical Leave.

In certain situations involving repeated or excessive absences, employees may be required to submit a doctor's certificate of illness to the Office of Human Resources if requested by the Assistant Superintendent-Human Resources.

Sick days are accounted for on a fiscal year basis and are reported to employees in hours. Employees who are hired during the fiscal year will be granted sick days prorated through June 30th and then on an annual basis beginning July 1st. Although the accounting of sick days assumes a certain number for the fiscal year, the actual days are earned as the employee works from month to month. In the event that an employee takes sick leave in advance of being earned and the employee subsequently leaves the school district prior to earning the days, a compensating adjustment will be made to the final paycheck for the employee.

Sick leave may accumulate, if unused, up to two hundred forty (240) days for in-district use. For IMRF retirement purposes, a maximum of two hundred forty (240) days may be accumulated.

Family Medical Leave: The Family Medical Leave Act provides for up to 12 weeks of unpaid leave for eligible employees on an annual basis. Additional information about Family Medical Leave (Board Policy 5:185) and eligibility for this type of leave is available on the 304 Hub website and upon request from the Office of Human Resources.

46.2 Personal Leave

Class I, II and III employees are eligible for personal leave. Personal leave is to be used to attend to personal matters that cannot be attended to any time other than during work hours. Personal leave will be allocated as follows:

Completed Years of Service	Personal Leave (reported to the employee in hours)
1-4	2 days
5-9	3 days
10 +	4 days

Personal leave shall not be used for the purpose of secondary employment, recreational (extended) weekends or for recreational purposes in general, or for the purpose of extending vacation or holiday periods. Personal 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, accompanying a child on a field trip). Personal leave need not be used when an employee is called to jury duty. When possible, the personal leave request should be submitted no less than two days in advance of the absence.

Employees are not required to disclose the reason for requesting personal leave except in the following situations: when the request is for two (2) consecutive days or more; is adjacent to a holiday (e.g., the Friday before the Labor Day weekend, the Tuesday after President's Day) or vacation period (e.g. summer, Thanksgiving, winter or spring break); is the Friday before parent conference week in November; is during any parent/teacher conference day (10- or 12-month employees); is during a teacher institute day (10- or 12-month employees), before or during a school day with a half day of instruction, or is during the months of May and June. The reason should be submitted in writing through the appropriate system.

All personal leave requests are subject to review by the Director of Transportation and subject to review and final approval by the Assistant Superintendent-Human Resources. Transportation Support Staff should not assume approval of a personal leave request if it involves one of the situations outlined in the preceding paragraph. These requests will be reviewed on a case-by-case basis.

In the event that an employee has exhausted all personal leave and/or requests a day off without pay for a reason that would not allow for the use of a paid personal day, the personal leave request should be completed and submitted through appropriate system. Transportation Support Staff should not assume approval of day off without pay. These requests will be reviewed on a case-by-case basis.

Unused personal days will rollover into accumulated sick leave at the end of the fiscal year. For employees working less than a seven and half (7.5) hours per day, a day of absence refers to the amount of time an employee would have worked on that day.

In the event that a new employee leaves the District before the end of the school year, a compensating adjustment will be made to the final paycheck for the employee if more personal leave days have been taken than have been earned (similar to the process used with sick leave).

47. Compensation

The Assistant Superintendent-Business, the Assistant Superintendent-Human Resources, members of the Board of Education, and representatives from the Transportation Committee meet before the expiration of this Working Agreement to discuss a variety of issues, including compensation rates and benefits.

New compensation rates are effective with the new fiscal year and increases are listed below.

2026-27 4.5%
2027-28 4.15%
2028-29 3.95%

48. Payroll Procedures

Transportation Support Staff required to submit timesheets are required to accurately submit their timesheet, with approval, by the payroll deadline set for each pay date.

It is the responsibility of employees to submit timesheets in a timely and accurate manner. Failure to submit timesheets in a timely manner will delay receiving a paycheck until the next pay period. Failure to submit timesheets in an accurate manner may result in suspension or termination.

49. Deductions

Deductions in pay will be in accordance with the Illinois Municipal Retirement Act, Social Security (F.I.C.A.), Federal and State Income laws. All deductions will be based upon current legal regulations as prescribed by law.

50. Retirement-IMRF

Persons employed in positions that require 600 or more hours per school year (Class I, II and III employees) are required to participate in the Illinois Municipal Retirement Fund (IMRF). The current rate of deduction is equal to 4.5% of wages and is established by IMRF.

The Board of Education contributes an additional amount for each employee as determined by IMRF yearly by actuarial analysis of current employees.

Staff employed in positions that require less than 600 hours per year are not eligible to participate in IMRF.

51. Retirement-Compensation

Retiring Class I, II, and III Transportation Support Staff who have reached the age of fifty-five will receive a retirement bonus as follows:

10-19 years of service	10% of last annual salary
20-24 years of service	15% of last annual salary
25+ years of service	20% of last annual salary

52. Direct Deposit and Tax-Sheltered Annuities and Mutual Funds

For direct deposit, Transportation Support Staff must authorize direct deposit of their entire paycheck to an account in a banking institution. Direct deposit authorization forms are available in the Business Office.

Geneva CUSD 304 sponsors a 403(b) plan for employees. A 403(b) refers to a family of tax-sheltered annuities and mutual funds available to public sector employees that can be used in retirement to provide an additional source of income beyond the monthly pension offered through the Illinois Municipal Retirement Fund. Contributing to a 403(b) is a voluntary choice.

The District maintains a list of approved 403(b) investment providers that can offer annuities and mutual funds to employees. Log onto the 304 Hub/Human Resources for the list of approved 403(b) providers.

Transportation Support Staff who wish to authorize a fixed bi-weekly amount to be deducted throughout the year for a tax-sheltered annuity or mutual fund may do so during any pay period.

53. Jury Duty

Employees will be compensated for a regular day of pay during those day(s) devoted to jury duty. In order to receive compensation, employees are requested to attach the jury summons and any compensation received for jury service to their timesheets. Employees may keep any compensation earned for jury duty during a vacation/holiday period.

54. Insurance

Employees with working assignments of thirty (30) hours or more each week are eligible for medical/dental insurance and/or life insurance benefits. Summer insurance premiums will be deducted during the school year for those employees not employed on a 12-month basis. District medical/dental/life insurance plans and contribution rates for medical and dental insurance premiums for eligible Transportation Support Staff are subject to change per the Agreement between the Board of Education and the Geneva Education Association.

The District will provide group term life insurance equal to $50,000. An employee, subject to the limits of the policy, may purchase additional coverage.

Employees electing not to participate in the health/dental benefit program offered by the district may be reimbursed for costs incurred for vision/eye care and dental. Reimbursements will be limited to an amount not to exceed $500 per calendar year and are available for an eligible spouse, all

dependent children, and other dependents as defined by the District's family insurance plan. The $500 reimbursement account will be prorated for new employees hired after January 1 and for those employees who leave the District at any time during the school year.

55. Employment Eligibility

State and Federal Statutes require the completion of certain employment eligibility forms. Typically Transportation Support Staff are required to successfully complete these forms prior to the first day of employment. In the event that employment begins prior to the successful completion of any required form and the employee is determined ineligible for employment upon the completion of that form, the employee will be dismissed immediately.

56. Use of Alcohol, Drugs, and Tobacco on School Property

School Board policies and Illinois Statutes prohibit the use of alcohol, drugs, and tobacco on school property. Any violation of these policies may be cause for immediate dismissal.

57. Discipline Procedures

Transportation Support Staff are required to follow all Board of Education policies and administrative guidelines. Employee discipline shall, except for gross conduct as defined below, be progressive and corrective in nature using the following disciplinary steps:

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

When, in the judgment of the administration, the circumstances of a particular case and/or the seriousness of a particular offense make the application of progressive and corrective discipline inappropriate, the appropriate disciplinary step to be used will be determined by the administration.

Before an employee is disciplined, the administration shall conduct an investigation to determine the facts in the matter. The employee shall be given the opportunity, in a pre-disciplinary conference, to provide his or her explanation of his/her conduct. The Assistant Superintendent-Human Resources, or designee, may suspend an employee with pay while the matter is being investigated.

An employee shall be entitled to invite another staff member to attend any conference with an administrator to discuss the disciplinary action. Copies of all disciplinary action will be provided to the employee within five (5) working days of the disciplinary conference.

Disciplinary action shall not be made public except where expressly required by statue. Employees may be subject to immediate dismissal for gross misconduct. Gross misconduct is defined as:

- Gross insubordination (e.g. willful disregard for a supervisor's directive, inappropriate language, disrespectful conduct directed at a supervisor).
- Engaging in inappropriate behavior with students, other staff, parents, and visitors of the District, including, but not limited to, harassment and threatening behavior (Board Policy 5:20).
- Possession and/or consumption of any controlled substance, including alcohol, on District property, as defined in Board Policy 5:50. Coming to work under the influence of any controlled substance, including alcohol, as defined in Board Policy 5:50. An employee may be subject to an immediate drug test.
- Possession of any firearm or explosive on District property.
- Revealing any District confidential information, including but not limited to, student records, staff personnel file information, and confidential correspondence to any unauthorized individual.
- Misconduct outside the District which affects the employee's ability to work effectively in the District.
- Falsification of District records.
- Leaving the assigned building/work area without permission of a supervisor.
- Theft of District money, materials, or equipment.
- Misuse of the District computer network including unauthorized use outside the regular workday.

Within five (5) days of disciplinary action, an employee may appeal the disciplinary decision using the following chain of command:

- Assistant Superintendent-Human Resources
- Superintendent of Schools
- Board of Education

Upon receipt of the notice to appeal, the appropriate administrator will meet with the employee and render a decision within five (5) workdays after the meeting.

When an employee is required to appear before the Board of Education concerning any matter which is disciplinary in nature, including dismissal, the employee shall be given 72 (seventy-two) hours written notice of the reasons for the meeting and shall be entitled to invite another staff member and/or legal counsel to the meeting with the Board.

58. Absenteeism

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. However, sick leave taken on a repeated basis may be viewed as abuse of the system.

Unexcused absences and excessive excused absences are cause for progressive corrective action and may result in dismissal for cause. Repeated occurrences will result in verbal warnings, written warnings, and/or termination of employment.

59. Relations with Students, Parents, and Other Employees

Transportation Support Staff have contact with students, parents, and other employees. Information pertaining to these individuals must always be treated as confidential. Violation of confidentiality may result in immediate dismissal.

60. Professional Development

District 304 values the continued professional growth of Transportation Support Staff and endeavors to provide the time, the opportunity, and the financial support for the professional development of Transportation Support Staff. In addition to any professional development opportunities provided by the District, Transportation Support Staff members, who identify potential professional development opportunities online or outside of the District may make a request to their supervisor for time and financial support to participate in online or out-of-district professional development.

61. Glossary

ACA - Affordable Care Act

Black Out Date - Pre-determined days where time-off requests are denied due to peak demand.

Bidding - The process used for field trip assignments. 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.

CPI - Consumer Price Index - It is a statistical estimate of the level of prices of goods and services bought for consumption purposes by households. It measures changes in the price level of consumer goods and services.

Director of Transportation - For the purposes of this agreement, all references to the Director of 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

FLSA - Fair Labor Standards Act - Federal law that establishes minimum wage, overtime pay, record keeping, and child labor standards for most private and public sector employees. 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.

IDOT - Illinois Department of Transportation

IMRF - Illinois Municipal Retirement Fund ISBE - Illinois State Board of Education

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

Private Placement Routes - Example: High Roads, Krejci, Giant Steps

RTW - Return to work SPED - Special Education TBA - To Be Announced

WCA - Working Conditions Agreement