



ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

SCHOOL BUS DRIVER, BUS AIDE, AND BUS MONITOR COMPENSATION

Clarksville-Montgomery County School System (CMCSS) student transportation department hires and employs several classifications of school bus drivers, school bus aides, and school bus monitors. Compensation of these employees is handled according to this administrative policy.

All school bus drivers and aides are compensated based on the requirements of their assigned route subject to a five hour per day/25 hour per week minimum. Hours are calculated using logistics software and rounded to the nearest quarter hour increment to establish daily hours. Odd minutes are totaled for each week and paid to the nearest 15 minutes.

The following is a breakdown of the compensation:

Regular Education bus drivers: are compensated according to the requirements of their assigned route as determined by the logistics software. Additional pay for to and from school transportation must be verified by the Lead Driver. This is a five day per week assignment.

Special Education bus drivers: are compensated according to the requirements of their assigned route as determined by the logistics software. Additional pay for to and from school transportation must be verified by the Lead Driver. This is a five day per week assignment.

Special Education bus aides: are compensated according to the requirements of their assigned route as determined by the logistics software. Additional pay for to and from school transportation must be verified by the Lead Driver. This is a five day per week assignment.

Special Education Pre-K drivers: are compensated according to the requirements of their assigned route as determined by the logistics software. Additional pay for to and from school transportation must be verified by the Lead Driver. This is a five day per week assignment. Drivers assigned to special education Pre-K routes report to dispatch as a substitute driver on the days their assigned Pre-K route does not run.

Special Education Pre-K aides: are compensated according to the requirements of their assigned route as determined by the logistics software. Additional pay for to and from school transportation must be verified by the Lead Driver. This is a five day per week assignment. Aides assigned to special education Pre-K routes report to dispatch as a substitute aide on the days their assigned Pre-K route does not run.

One run routes: are compensated according to the requirements of their assigned route as determined by the logistics software. Additional pay for to and from school transportation must be verified by the Lead Driver. This is a five day per week assignment. Drivers assigned to one run routes are available to dispatch during all transportation periods. Refer to "Additional rules".

Bus monitors: are compensated according to the requirements of their assigned route as determined by the logistics software. Additional pay for to and from school transportation must be verified by the Fleet Supervisor. This is a five day per week assignment.

Tennessee School for the Blind/Weems Academy drivers: are compensated according to the requirements of their assigned route as determined by the logistics software. Additional pay for to and from school transportation must be verified by the Lead Driver. This is a five day per week assignment. Drivers assigned to these routes are required to notify dispatch when the Weems Academy or Tennessee

School for the Blind is closed. If CMCSS is in session on these days, they are available to dispatch. Refer to "Additional rules."

Holidays, Vacation Leave, Sick Leave & Personal Leave: all benefit days are earned and consumed at the rate of the normal work day subject to a five hour minimum. For example: a five hour or less per day driver/aide earns fifty hours of sick leave per year based on the five hour per day minimum. When these employees use a sick day, five hours are deducted for their accrued balance of sick leave.

Additional rules:

- A driver’s compensation begins five minutes before their AM start time as the driver begins inspecting the bus for the first run of the day or as they get on the bus for subsequent runs during the day.
- An aide’s and monitor’s compensation begins as the aide reports to the bus.
- A driver’s compensation ends when the bus is parked at its authorized location and the driver steps off the bus at the end of the AM, PM or special trip run.
- An aide’s and monitor’s compensation ends as the aide steps off the bus at the end of the AM, PM, or special trip run.
- Drivers whose daily hours are determined to be less than five hours per day are subject to additional dispatch after they complete their assigned AM and PM run. For example, a driver whose normal route requires one hour and 45 minutes in the morning is available for additional dispatch for an additional 45 minutes each morning. Conversely, a driver whose normal route requires two hours and 30 minutes in the morning has no additional requirement to dispatch. In either instance, unless instructed otherwise by dispatch when a driver completes the last run of their AM or PM route they should return their bus to its authorized parking location.

Pay Procedures:

- Payday for all transportation employees is every other Thursday on a schedule that is established at the beginning of every school year.
- Pay stubs will be e-mailed to the transportation employee’s CMCSS e-mail address. Electronic fund transfers will be posted to the individual’s designated account on payday.
- All transportation employees will complete, sign, and turn in all required paperwork (daily bus inspection, accountability form, etc.) not earlier than 6:00 AM nor later than 9:30 AM on the first school day of the week following payday. All required paperwork will be turned in to the employee’s Lead Driver who will be at designated location/locations on these specified paperwork collection days.

Implementing Procedures: None.

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
7/01/06		Initial Release
3/30/15	A	Change title to include Bus Monitor and add throughout. Delete "and approved by the dispatcher" throughout. Add Refer to Additional rules. Add Bus Monitor compensation. Add Tennessee School for the Blind. Delete Conversely: a five and a half hour per day driver earns fifty five hours of sick leave per year and when these employees use a sick day five and a half hours are deducted from

their accrued balance of sick leave. Change Paychecks/pay stubs will be mailed to the transportation employees' home address to Pay stubs will be e-mailed to the transportation employees' CMCSS e-mail address. Delete time sheet, sick leave form, personal leave form. Add Accountability Form. Updated logo.

***** End of Policy *****