

ADMINISTRATIVE POLICY

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SUBSTITUTE SCHOOL BUS DRIVER PAY

Substitute school bus drivers are eligible to apply for a payroll step increase after their first 450 hours of school bus driving and every 900 hours of school bus driving thereafter. The driver is required to complete the first 450 hours in a 12 month period and all subsequent 900 hours within a 24 month period.

The driver must also receive a satisfactory evaluation from the Transportation Manager/designee. The evaluation must cover the entire rating period, it must evaluate the driver as satisfactory or above in all areas, and it must recommend continued employment as a substitute bus driver and a step increase.

The substitute bus driver requesting a payroll step increase is required to request an evaluation from his/her supervisor. The request must include the starting and ending dates of the evaluation period and copies of all pay stubs for school bus driving during the evaluation period. Hours paid for other duties (cafeteria monitor, warehouse worker, holiday, vacation, sick, etc.) do not count towards a bus driver payroll step increase.

The 450 hour step increase if approved will become effective according to the payroll department's policy. All other approved step increases will become effective the following July 1st. The earliest date for establishing an evaluation period under this policy is August 9th 2006.

Implementing Procedures: None.

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
8/06/07		Initial Release

*** End of Policy ***