

**GRINNELL-NEWBURG COMMUNITY SCHOOL DISTRICT
2017-18
Salary Guide for Transportation Personnel**

Regular Bus Route (AM & PM)	\$17,637 per year
Special Education Bus Route	\$31.19 per hour
Preschool Bus Route	\$ 7,084 per year
Substitute Bus Route Driver	\$ 35.00 per trip
Van/SUV Route Driver (\$20.00 minimum)	\$ 15.00 per hour
Activity Trips, Field Trips, Rentals, Shuttles (\$20.00 minimum)	\$ 15.00 per hour
Weekend Trips	\$ 17.00 per hour

1. The Superintendent, in conjunction with the Transportation Director, shall determine all hours, starting and stopping time, and the assignment of employees during those hours to insure and maintain the services necessary and essential to the functioning of the school district. Work schedules, inclusive of the route time, route lengths, and preparatory duties are the sole and absolute right of the district.

2. All persons entering employment with the District, will serve one full contract year probationary period. Probationary employees may be separated for any cause by the District during the probationary period. Probationary employees will receive leaves at the start of their employment

3. Drivers for out-of-town trips will be assigned on a rotating basis to those who desire such trips. Likewise, the scheduling of shuttles during the day will be assigned on a rotating basis to drivers who desire to drive such shuttles (provided, however, that a full-time driver is not available).

4. Route drivers, who take out-of-town trips that would not allow them to drive their regular route, will not lose route pay, but would not be paid for the first two hours (2) of the out-of-town trip.

5. Requirements for a physical examination and the issuance of a bus driver's permit will follow state law. The District will reimburse up to \$120 of the cost of the biennial physical examination that exceeds medical insurance payment and the actual cost of the CDL for operating a school bus. The employee will submit a copy his/her medical insurance company's claim response and a copy of his/her CDL to the District Business Office for reimbursement. Probationary employees that are separated for any cause by the District or by their own accord, will "payback" any prior reimbursement made by the District for the cost of the employee's physical examination and/or cost of the CDL. Reimbursement for substitute's time and/or fees for licenses and health exams will not occur until driving 5 trips for the District.

6. LEAVES

SICK LEAVE

Each employee is entitled to fifteen (15) days Sick Leave with pay each school year for the personal illness of the employee. The use of paid Sick Leave is limited to medically related disabilities and may not be used for routine examinations. Any illness or injury exceeding five (5) consecutive contract days will be considered an extended illness and will require that a licensed medical practitioner certify the period that the employee has been unable to work and the date that the employee may return to work. Unused Sick Leave days each year shall be carried forward and will accumulate to a maximum of 120 days total.

PTO (Personal Time Off)

Each employee is entitled to five (5) days leave each school year, with full pay. This is a new category of leaves and replaces funeral, family illness, and personal leaves. Application must be made at least twenty-four (24) hours in advance and only one driver can be out on PTO at a time, except in cases of emergency. Unused PTO can be carried over, but the accumulation, including the current year credit, cannot exceed ten (10) days.

*For the transition into 17-18 School Year Drivers will be able to carry up to three (3) family illness and two (2) personal leave into their PTO balance.

UNPAID LEAVE

Unpaid leave of short duration (1-3 days) will be considered based on the needs of the District, the employee's absentee record, the need for a sub and availability of a sub if needed. Application should be made ten (10) days before the leave unless there is an emergency.

Unpaid leave of longer duration (more than 3 days) will be considered as follows: The employee must apply thirty (30) days before the leave usage unless there is an emergency. The leave must be for a once in a lifetime event, or an annual activity of very significant family importance, and the leave must not significantly interfere with the school's operation. The employee's employment record and previous usage may be considered.

Once the leave request has been submitted the superintendent or designee has five (5) days to respond.