

BUS OPERATOR EXTRA DUTY COMPENSATION POLICY

The Board of Education has agreed to the following policy.

As previously voted by 2/3 of the bus operators at the time, D drivers will be paid 1/10 of their daily rate for runs which occur, during the middle of the day and 1/7 of their daily rate for runs that occur after the regular afternoon run.

The purpose of this policy is to ensure that the Monroe County Board of Education, hereinafter referred to as the Board, complies with the overtime provisions of the Fair Labor Standards Act (FLSA), regulations of the U.S. Department of Labor, Wage and Hour Division, and all applicable state statutes and regulations related to the compensation of full-time and part-time bus operators as it relates to extra duty assignments.

1. Drivers are paid 1/10 of their regular daily rate for the first three hours of time spent between their morning or afternoon run to make "day trips".
2. Drivers are paid 1/7 of their regular rate for any extra duty run which occurs after their regular afternoon run.
3. Regular work time (which is recorded on white time sheet) may include up to 45 minutes for pretrip inspections; 45 minutes for clean outs at the end of the day; 1 hour for washing outside of bus per week; one half hour for duty free lunch (remember to always put in your 1/2 hour for lunch). [Note: if you wanted to spend 2 hours one week washing the bus, and not time the next week, that would be okay.]
4. Drivers are awarded both mid-day runs and after school extra duty runs by virtue of seniority, by rotating through the list to reach the next driver to be considered until all such bus operators have had an opportunity to perform similar assignments.
5. For any mid-day run that requires more than three hours, the driver is paid 1/10 of the rate for the first three hours of the trip and 1/7 for any remainder, rounded to the nearest 15 minutes. (For example 65 minutes would be considered one hour: 70 minutes would be considered 1.25 hours).
6. If the driver does not complete any mid-day runs, his compensation for extra duty runs after the afternoon run is still 1/7 of the regular daily rate.
7. If the driver does not complete the afternoon run, but instead takes an extra duty ball trip, he or she is not paid until after completing the amount of time for the regular afternoon run. This time will be standardized for each driver and will be available for inspection prior to voting. [In other words, if the driver usually spends 2.5 hours completing his

¹ Regular daily rate is computed by taking the amount afforded by the State Minimum Pay Grade plus additional compensation for experience, college hours, or having a high school diploma or GED. The monthly rate is divided by 20 to determine the regular daily rate. This amount is then divided by 10.

² See above. The rate described is divided by 7 to reach 1/7 of their daily rate.

afternoon run and starts the extra duty run at 3:00, he would not be paid 1/7 of his daily rate until after 5:30].

8. At the beginning of the contract year, each driver will be asked whether or not they wish to be considered for extra duty runs. If they do not wish to be considered, they must put this in writing, to be kept on file by the head driver and transportation department. They may designate unavailability for either the day or evening runs, or both.
9. Any driver who had previously notified head drivers that he/she did not wish to be considered for trips, but who now wants to change that status, must give the head driver a week's written notice (5 business days) before being scheduled for trips. [In other words, the driver can't decide today that he wishes to take extra duty trips and "bump" an already scheduled driver from the scheduled trip]. Upon being placed back on the list for consideration, he/she must wait until the rotation comes back around to them before being assigned a trip.
10. Drivers who find they cannot take a particular trip to which they have been assigned must notify the head driver and the transportation coordinator as soon as possible in order that another driver may be found. The school shall be notified immediately if this poses a problem in the trip actually being taken. Ideally, this should happen only rarely and in emergency situations.
11. Schools who have previously requested a driver must notify the driver 24 hours in advance if the trip is canceled or the driver is no longer needed. If the driver reports to work for the scheduled trip and is told that the trip has been canceled for other than emergency reasons (weather, the other school cancels a game at the last minute), the school shall pay the driver for at least two hour of work, at a rate that is dependent upon the time the trip was scheduled (middle of the 1/10, ager school 1/7).
12. Drivers shall keep times sheets that include a completing paperwork for their buses. This time should be kept on the regular time sheet (not the extra duty sheet).
13. Head drivers may charge a reasonable amount of time for scheduling trips. This should be listed on the "extra duty" sheet and would be paid at the rate applicable.
14. Overtime accrues when the driver's blended actual work time accumulates more than 40 hours per week. For example, the work time would include all of the work listed under the regular driving time, plus the time for any extracurricular runs, plus the time for any extra duty runs. This means that the driver who at the end of the week has spent 25 hours on regular runs, 6 hours on middle of the day runs, 11 hours on extra duty runs will have 42 hours of work and is eligible for 2 hours of overtime.
15. Overtime is computed by dividing the blended wages for blended actual work time by the number of total hours worked. Should there be more than 40 work hours in a week, the additional hours are paid at time and a half of this blended rate. [Note that some

hours may be at one rate, other hours at another rate. The total, divided by the hours worked at whatever rate, gives you the blended rate required for computing overtime].

16. If you are required to report to your bus ahead of time because of extreme temperatures, you note that as work time. For example, if you are required to report an hour ahead of time on a two hour delay morning, you start work an hour ahead of time on the time sheet.
17. Weekend trips are paid at 1/7 of your daily rate, but these hours are included in your week's work toward the 40 hours required before overtime. If the assignment falls on a legal holiday, a bus operator shall receive one and one-half times their usually hourly rate for the time worked.
18. Bus operators who are required to stay with a group after making a delivery (example: bus operator waiting for a football game to end in order to transport students back to school) shall consider this time as hours of work.
19. When bus operators are required to stay overnight the group or organization will be responsible for lodging and meals. Once the bus operator parks the bus for the overnight trip at the hotel or other lodging accommodations, that location shall serve as the designated storage area for the bus. Upon completion of the clean out of the bus, the bus operator is relieved of his or her duty until the following pretrip inspection, and such time between is not considered work hours.

Board of Education Action 9-27-05 Amended 09-18-18