

HORTONVILLE AREA SCHOOL DISTRICT

Title: Assignment of Bus,
Route and Driver

Date Adopted: 2/24/92
Date Revised: 3/24/03
6/28/04, 8/22/05
6/22/2011

Policy No. 9005

Policy Statement: The Board of Education owns and operates all bus routes of the Hortonville Area School District. Drivers will be assigned to routes according to this policy.

Rationale: The Board believes that routes should be assigned in a manner that is fair, unbiased and efficient.

Scope: District-wide

Responsibility: Director of Transportation

Implementation:

A. Assignment of Bus Routes and Buses

All bus routes are owned solely by the Hortonville Area School District. Changes in the distribution of school children within the District will cause the routes to be modified periodically in order to operate the transportation program in the most cost efficient manner. The Director of Transportation will establish central pickup points, when possible, further enabling time and cost efficiencies.

1. Regular Employee (Bus Driver)

A regular employee is one that is hired to drive a specific route that has been established by the District. All regular employees will have an employment contract with the District.

2. Substitute Employee (Bus Driver)

- A substitute employee is one that agrees to drive a route that is temporarily vacated by a regular driver or open because a regular driver has not been assigned to the route.
- If a substitute driver chooses to be included in the rotation for field trips, then that driver may also be eligible and assigned field trip work.
- A substitute employee does not have an employment contract with the District, but will be assigned work on an as needed basis.
- The length of time a substitute has worked for the District will be maintained by the Director of Transportation, but upon employment as a regular contracted driver for the District, no credit toward seniority will be given for previous substitute time. A substitute's length of work time is computed from the first work date as a substitute, and ends, when employment is no longer requested or the driver is employed as a regular driver.

B. Seniority (Bus Driver)

A regular driver's seniority is computed from the contracted date of hire for a regular route with the Hortonville Area School District. If a regular driver is laid off, he/she will maintain all accrued seniority for a period of two (2) years. A seniority list will be maintained by the Director of Transportation. Any contracted driver who does not drive for 60 or more work days (excluding absences due to sickness or medical leave) during the school year work period, will only receive credit for one half year of seniority for that year.

C. Assignment of Routes

First Reading 6/8/2011

Second Reading & Approval 6/22/2011

1. Drivers with adequate performance who wish to remain in their current assigned route may do so. Routes retained by current drivers under this condition will not be open for reassignment.
2. Once a driver has been assigned to a route, he/she shall remain the primary driver until reassigned by the Director of Transportation. During the normal course of reviewing routes, each route may be revised as necessary to remain as efficient as possible; this means routes may become either shorter or longer, may be combined with a previous route, or otherwise may be totally changed in order to improve efficiency. The route time or length may vary from year to year.
3. Drivers who remove themselves from their route for any reason other than usual leave purposes (sick, funeral), must have on file an approved unpaid leave of absence request. All unpaid leave requests are to be made to the District Administrator and should be requested two weeks in advance of the leave date. In the event that the primary driver cannot drive a route (and unless otherwise instructed by the Director of Transportation), the Director of Transportation will secure a substitute bus driver from the approved list of available drivers.
4. When a new route is developed or an existing route is vacated, the opening will be posted in the District Bus Garage and on the District Job Website for a period of one (1) week, and will be advertised at least once in the District approved newspaper. All applicants requesting the route will be considered for assignment as a regular contracted driver on the open route in the following manner:
 - a. First consideration will be given to an applicant that lives on the route and who plans on keeping the bus at his/her residence. For the purpose of determining "living on a route", a route is considered the path from the first student pickup spot to the last student pickup spot.
 - b. If two or more applicants live on the route, and both are able to keep a bus at his/her residence, then the applicant with the most seniority will be awarded the route.
 - c. If no applicant lives on the route, then seniority will be considered.
 - d. Substitute bus drivers will be given preference over applicants not already working for the school district.
 - e. In the event, the driver's residence is a significant distance from the route (generally more than two (2) miles, then the District, at its discretion, may require the driver to keep the bus at the Bus Garage. The District may also require a bus to be kept at the bus garage for any other reason where logistically it makes sense to do so; as one example, in the case of a route driven by a different a.m. and p.m. driver (commonly referred to as a split route).
5. If a driver does not drive the assigned route and instead subs the route to another driver, the District retains the right to reassign the route to another driver. The route will be considered abandoned if the assigned driver does not drive for five (5) work days in a row and does not have an approved leave from the District. Reassignment of the route shall be as outlined above.
6. If the primary driver is unable to drive because of family or medical reasons, the leave will be treated pursuant to all applicable State and Federal laws.

Associated Information:

First Reading 6/8/2011

Second Reading & Approval 6/22/2011