

BUS DRIVERS SALARY AND BENEFIT SCHEDULE

July 1, 2023– June 30, 2025

I. SALARY AND RESPONSIBILITIES

A. Length of Contract

Drivers shall be paid hourly for time worked during the 195 days in the school year or the number of days that a regularly contracted teacher is employed for a standard academic year. Five (5) hours of work equals one day for salary/benefits computations.

B. Performing Required Activities

Drivers will be paid \$15.00 per hour in 2021-2023 for attendance at required meetings and court proceedings on behalf of the district. Drivers will receive the same amount for fueling, cleaning, general maintenance of their bus for monthly inspections and while they are at the clinic for required drug testing.

C. Extra-Curricular Rate

The driver extra-curricular trip hourly rate shall be \$15.00 for 2021-2023 and paid in fifteen (15) minute increments. A minimum of two hours shall be required for trips held Monday through Friday; three-hour minimum shall apply for Saturday, Sunday and holidays.

D. Experience Credit

All employees who were hired prior to March 1 shall, either on July 1 or the first working day of the school year (whichever is applicable) advance one step on the salary schedule until such time that they attain the highest possible level.

E. Responsibilities

All bus drivers shall be responsible to the Director of Transportation or the person designated by him/her.

F. School Closing Procedures

Refer to the Bus Drivers' Handbook to see procedures about emergency school closings.

G. Attendance Bonus

Annually, contracted drivers (employed the entire year) with exemplary attendance (0-1 absences, excluding bereavement leave) will be awarded an attendance bonus. Said bonus will be paid according to the following schedule:

Days Missed	Amount
0	\$150
1	\$100

HOURLY SALARY

Experience	2023-2024	2024-2025
Level 1	\$25.23	\$25.74
Level 2	\$27.07	\$27.61
Level 3	\$28.90	\$29.47
Level 4	\$30.73	\$31.35
Level 5	\$32.56	\$33.21

Lead drivers will be paid his/her hourly rate for duties assigned by the Director of Transportation.

Salary levels correspond to annual increments. Drivers placed on probation may be held at the same pay level during the year of probation. Experienced school bus drivers may be placed above the beginning level upon the recommendation of the Supervisor and approval of the Superintendent.

II. INSURANCE – Full time employees

A. Group Term Life

The Board of Education shall provide a group term life policy in the amount of \$42,500 for each full-time employee with the provision that each shall contribute \$1.00 per year toward the premium.

B. Group Health

1. The Board of Education shall provide the following contribution toward the per pay membership cost of an approved health insurance plan, provided said contribution does not exceed the cost of the particular kind of membership:

Plan	2023-2025
Single	\$203.66
Employee + (Child)ren	\$507.01
Employee + Spouse	\$535.77
Family	\$724.17

2. Employees who retire prior to age 65 may remain in the health insurance group in which (s)he held membership at the time of retirement until the age of Medicare eligibility or until the death of the member, providing (s)he makes application for PERF benefits to which (s)he might be entitled and makes semi-annual payments in advance for the amount of the premium.

C. Group Dental

The Board shall provide the following contribution toward the per pay membership cost of an approved dental insurance plan, provided said contribution does not exceed the cost of the particular kind of membership:

	<u>Employee</u>	<u>Double</u>	<u>Family</u>
All Plans	\$8.65	\$10.13	\$11.29

D. Section 125

Section 125 of the IRS code allows an employee to pay his/her share of health and dental premiums with before-tax dollars, thereby reducing tax deductions on the money paid for insurance benefits. Employees may participate in the Flexible Fringe Benefit Plan as long as such is provided for by law or IRS rules.

III. RETIREMENT

A. PERF

The Board of Education shall pay the employees' share (3%) of the PERF for all full-time contracted drivers who serve 600 hours per year.

B. Severance Pay

Upon retirement any full-time driver shall be entitled to \$150/year for each year of contracted service in Wayne Township provided the employee has applied for PERF benefits and has accumulated ten (10) years of service in Wayne Township.

IV. ALLOWABLE DEDUCTIONS

Employees are eligible to participate through payroll deductions in each of the following programs:

- Tax sheltered annuity
- Disability Insurance
- Voluntary Term Life Insurance
- Voluntary Vision Insurance

V. LEAVE PROVISIONS

A. Sick Leave

1. 50 hours of sick leave shall be provided each year. New employees will be assigned a share of sick leave according to the following schedule:

July	50 hrs.	January	27.5 hrs.
August	50 hrs.	February	25 hrs.
September	42.5 hrs.	March	20 hrs.
October	40 hrs.	April	15 hrs.
November	35 hrs.	May	7.5 hrs.
December	32.5 hrs.	June	5 hrs.

2. Unused sick leave shall be accumulated to a maximum of 660 hours. A day's absence equals 5 hours and may be taken in 2.5 hour increments only.
3. Each employee may donate one or two sick leave days each school year to another Wayne classified employee who has exhausted his or her sick leave and income protection benefits (see income protection eligibility). Such donation must be in writing over the signature of the giver. Donations can only be made to an employee who is on an FMLA Approved leave. Additionally, the leave must be consecutive days, and not intermittent. The use of donated days applies to a leave due to the employee's illness, and is not applicable to leave for an employee to care for his/her family member. Donated days cannot be banked, or carried over to the following school years.
4. In the event that an employee has three (3) consecutive sick days, the employee must provide a medical certification. In the case that an employee is absent before or after a holiday or scheduled break as designated in the Board approved calendar, the employee must provide a medical certification in order to be paid for that day, and/or holiday.
5. If a driver has 105 hours or more of sick leave at time of usage, he/she may request 5 hours of the sick leave as a business leave with three (3) working-days notice. A driver who has accumulated more than 375 hours of sick leave at the time of usage may request 10 hours of business leave per year to be deducted from sick leave, providing the driver gives three (3) working-days notice. Business days may be taken in 2.5 or 5 hour increments.
6. Business leave may not be used on the working day before or the working day after a vacation, holiday, or recess time period.

B. Income Protection

1. Drivers with three (3) years or more contractual experience will be eligible for additional income protection according to the following provisions:
 - a. Benefits will begin after all accumulated sick leave has been used and after additional waiting period of five (5) working days.
 - b. Salary benefits will be equal to sixty-six and two-thirds percent (66 2/3%) of the hourly rate of pay of the employee in question.
 - c. Benefits will continue one week (five [5] days) for each year of contractual service in Wayne Township Schools, up to a maximum of twenty (20) weeks per employee per career.
 - d. The employee shall furnish to the employer prior to the assumption of such benefits a physician's certificate stating the employee's inability to perform his/her duties. During extended illness the employee shall submit new physician's certification each thirty (30) calendar days.
 - e. Income protection is available to an employee who is on an FMLA Approved leave. Additionally, the leave must be consecutive days, and not intermittent.
 - f. Income protection applies to a leave due to the employee's illness, and is not applicable to leave for an employee to care for his/her family member.

C. Emergency Leave

1. Immediate Family Death

Emergency leave for death in the immediate family shall be allowed with full compensation for up to ten (10) consecutive or non-consecutive contract days for the death of a spouse or child, or five (5) consecutive or non-consecutive contract days for all other immediate family members. The consecutive or non-consecutive contract days shall begin on either the day of the death or the day immediately following the death. The leave days are to be utilized for bereavement and related obligations for services and/or related business matters within ten (10) consecutive contract days of the passing of the family member. For extenuating circumstances that cause an employee to not meet the timeline of bereavement leave, a written request may be submitted to the Deputy Human Resources Officer to modify the leave window.

Immediate family is defined as husband, wife, child, father, mother, father-in-law, mother-in-law, brother, sister, grandchild, son-in-law, daughter-in-law, grandparent, brother-in-law, sister-in-law, or any relative who at the time of death is living as a member of the household of the employee.

Up to three (3) additional days which shall be deducted from accumulated sick leave days, may be taken for this purpose provided that advanced notice is given to the employee's supervisor and provided that these days are consecutive work days to those already used under this benefit.

2. Other Family Death

The driver will be granted up to 5 hours with pay to attend the funeral of an aunt, uncle, niece, or nephew. Business leave may be used in conjunction with this day if it is available. The requirement of three days notice for a business day may be waived in this instance.

D. Paid Holidays

Employees shall be paid for the following seven (7) holidays annually:

New Year's Day	Memorial Day
Presidents' Day	Labor Day
Thanksgiving Day	Day after Thanksgiving
Christmas Day	

One additional paid holiday will be added during Christmas Break and one holiday will be added during Spring Break, provided the driver works a full schedule on the day before and the day after the breaks.

Any employee who is absent from work for any reason, for any part of the day, preceding or following a scheduled paid holiday will not be granted holiday pay unless he/she submits a physician's certificate of illness. Holiday pay shall not be deducted from accumulated sick hours.

VI. MISCELLANEOUS PROVISIONS

A. Liability Coverage

All reasonable and prudent actions taken by employees in the course of their employment are covered by the district's liability policy.

B. Payroll Distribution

Employees shall have their pay deposited directly to accounts in financial institutions which are members of the Automatic Clearing House program.

C. Representation

The MSD of Wayne Township recognizes the Wayne Township Bus Drivers Association as the representative unit.

D. Transfer Requests

All available driving openings shall be posted for three (3) working days. This shall include all open routes, late runs, mid-day runs, and any route performed by a driver that lasts more than a week. Drivers must apply in writing during that same five day period to the Supervisor of Transportation in order to be considered for the vacant route. Transfer requests will be granted based on attendance, seniority and past job performance.

E. Bus Driver Handbook

All drivers will follow rules and guidelines as written in the Bus Drivers' Handbook.

F. CDL License

Drivers will be reimbursed for the cost of their Commercial Drivers License certificate every four years and the cost of the school bus endorsement (up to \$20) annually.

G. Termination of Employment

Any employee leaving the MSD of Wayne Township of his/her own accord shall submit a letter of resignation to his or her supervisor.