

MEDWAY SCHOOL BOARD POLICY
SUPPORT STAFF – BUS DRIVERS

The Board reserves the right to establish hourly rates for bus drivers.

Hourly Rate of Pay for all bus drivers:

2013-14	\$12.96
2014-15	\$13.16
2015-2016	\$13.36
2016-2017	\$13.56
2017-2018	\$13.76
2018-2019	\$14.06
2019-2020	\$14.46

Holiday time is considered work time.

Fringe Benefits

1. Bus Drivers will receive time and one-half after forty (40) hours of actual working time.
2. A full-time bus driver is one that has been hired by the School Board as a full-time driver (as opposed to a spare or part-time driver). A full-time driver is defined as one who is regularly scheduled to work at least 4 hours per day (20 hr/week). He/she works the same bus route during the A.M./P.M. runs, (which can include the Region III run), and is available for and willing to work during the extra-curricular trips.
3. Call Time – Whenever a bus driver is called in outside of his/her regular work shift, she/he will receive a minimum of two hours pay at the rate of pay of time and one-half.
4. During Christmas and April vacation weeks each regular bus driver will work a 5 hour day cleaning their respective bus.
5. Retirement/Sick Leave
 - a. Upon written receipt of a retirement statement, the bus driver will receive up to a maximum of \$1,000 for thirty (30) accumulated sick leave days if:
 1. The bus driver must have worked in the Medway School System for fifteen (15) years.
 2. The bus driver must give his/her written retirement letter by February 1st.
6. Holidays
 - a. The following days will be considered paid holidays:
 1. Thanksgiving Day
 2. Christmas Day
 3. Labor Day
 4. Memorial Day

For the above Holidays, each full time driver (minimum 20 hours per week) will receive holiday pay equivalent to the daily hours paid on the four (4) preceding regular work days. E.g. if for the four days before the holiday the driver worked 4 hours per day then the holiday pay will

MEDWAY SCHOOL BOARD POLICY
SUPPORT STAFF – BUS DRIVERS

also be 4 hours. Likewise if for the four days before the holiday the driver worked 6 ½ hours per day then the holiday pay will also be 6 ½ hours.

7. Vacations

a. Vacations taken during the regular school year (when school is in session) will be at the discretion of the Superintendent.

1. 1 Week after 4 years.
2. 2 Weeks after 8 years.

The intent is to use this time during school vacations or summer break within the same budget year.

8. Sick Leave

a. Each bus driver will be granted ten (10) days sick leave per year, with the unused time carried over to accumulate to a maximum of not more than thirty (30) days. Sick leave must be used for personal illness.

b. A maximum of forty (40) hours in total will be allowed for serious illness of spouse, daughter, son, mother, father, mother-in-law, father-in-law, sister or brother, grandchildren, which must be approved by the Superintendent of Schools. Days will be deducted from their cumulative sick leave.

c. Sick leave will not apply if lost time is due to an accident, which occurs while gainfully employed outside the school department.

d. The Medway School Board reserves the right to request a doctor's certification of illness. After 3 consecutive days of being out sick, a doctor's note will be required.

9. Bereavement Leave

a. Bus Drivers will be granted a maximum of three (3) days in each case of the death of spouse, daughter, son, mother, father, or foster parents, mother-in-law, father-in-law, sister, brother, step-mother, step-father, grandchildren and grandparents.

b. Bus Drivers will be granted a maximum of one (1) day per year or two (2) half days per year to attend a funeral of a relative not listed in section (a) above or that of a personal friend.

10. Health Insurance

The School Board agrees to pay 80% of the cost of health insurance for full-time employees up to a maximum cost of a single plan, BCBS/Anthem Choice Plus or equivalent. The full-time bus driver may waive his/her health insurance and receive a \$1,000.00 buyout for each year that the employee waives his/her health insurance. The employee must provide proof of insurance to receive the waiver.

11. Physicals

Bus Drivers are required to have a DOT annual physical with their primary provider. The school department will pay for the employee's out of pocket costs (co-pay or cost of physical). The employee must provide a receipt for reimbursement.

MEDWAY SCHOOL BOARD POLICY
SUPPORT STAFF – BUS DRIVERS

12. Personal Leave

Bus Drivers will be granted two (2) days of personal leave per year. Any personal requests for leave will be made to the Superintendent of Schools. He/She will render a decision on the basis of previous School Board rulings.

13. Jury Duty

The Board agrees to pay the difference between the daily jury pay and the regular daily rate of a bus driver who is summoned to serve on a jury.

14. Overnight trips

Any bus driver asked to go on an overnight trip and also asked to help chaperone the students on the trip while in the hotel/motel, will receive a compensation of \$50.00.

15. Mileage Reimbursement

Employees who are required to use their personal vehicle for assigned business will be compensated at the state rate.

16. The school board reserves the right to hire part-time drivers, as defined by those who are regularly scheduled to work less than 4 hours per day. Fringe benefits will be pro-rated based on his/her regularly scheduled work hours: #6, #7, #8, #9, #12, & #13. Part-time drivers do not receive employer paid health insurance and/or the waiver benefit.

17. All employed bus drivers should attend regional training annually. The driver will be paid out of district travel mileage and compensated for the time at the workshop/training.

18. Food Reimbursement: If a driver works 5 or more consecutive hours during an extra-, co-curricular, or hired trip, and must purchase a meal, that cost will be reimbursed up to \$ 10.00. The employee must provide a receipt for reimbursement.

Revised: July 16, 2018

Revised:: May 8, 2018

Revised Date: January 9, 2018

Revised Date: June 13, 2017

Revised Date: February 7, 2017

Revised Date: April 5, 2016

Revised Date: April 9, 2015

Revised Date: July 30, 2014

Revised Date: February 4, 2013