

G. Human Resources

Policy G-203: Personnel Policy- Bus Drivers

This policy applies to all bus drivers employed by the Valhalla School Foundation. This policy is subject to review on an annual basis.

Appointments and Vacancies

Each full-time driver position will be reviewed yearly and employees will be selected for a position based on the combination of experience, proximity to the route, seniority and driver qualifications. Decision to hire an employee will be made by the Director of Transportation.

Seniority

1. Any period of leave of absence of more than one month shall be deducted from the length of service in determining seniority.
2. Where an employee leaves the employ of the Board and is later re-engaged, seniority and benefits shall date from the time of re-engagement.

Job Description, Classification and Performance Appraisal

1. The anniversary date for an employee on the salary grid shall be his/her starting date. Increments may be withheld or delayed upon a recommendation from the Director of Transportation to the Superintendent.
2. Any wage increase must be approved by the Superintendent within the guidelines set by the Board.
3. All new employees are hired on a three (3) month probationary period, during which a performance appraisal will be carried out. One additional three (3) month probationary period may be recommended by the Director of Transportation.
4. All drivers are evaluated every year using the form.
5. All regular drivers undergo a full evaluation every third year with an external evaluator.

Driver Training Procedures for New Drivers with New License

Required documents:

- a) Resume and references-references to be checked by TD
- b) 5 year driving abstract
- c) Criminal record check
- d) Social services intervention check
- e) Proof of written portion of class 2 exam
- f) Proof of recent Medical Exam

Training:

- a) 20 hours of driver training on large bus
- b) Driver training on routes and walk around instruction (walk around, turn arounds, pickups, railway crossings, school pickups and drop-offs, fueling bus routines, paperwork, etc.)
- c) Class 2 exam
- d) Driving evaluation with jurisdiction approved examiner
- e) Ride route with driver and students
- f) Drive route with the driver and students

New Drivers with existing Class 2 License

Required Documents:

- a) Resume and references-references to be checked by TD
- b) 5 year driving abstract
- c) Criminal record check
- d) Social services intervention check
- e) Proof of recent Medical Exam

Training:

- a) 10 hours driver training
- b) Driver training on routes and walk around instruction (walk arounds, turn arounds, pickups, railway crossings, school pickups and drop-offs, fueling bus routines, paperwork, etc.)
- c) Driver evaluation with jurisdiction approved examiner
- d) Ride route with driver and students
- e) Drive route with driver and students

Working Hours

Working schedules will be determined by the Director of Transportation.

Overtime or Extra Time

1. Any over or extra time must first be authorized by the Director of Transportation.
2. An employee may be requested by the Director of Transportation to drive for various field trips or repair trips with compensation to be paid based on an hourly rate for waiting and driving times, with a 1/2 hour minimum. Hourly rate to be determined annually (see Appendix B for current rate).
3. Field trip opportunities will be offered to regular bus drivers, and subsequently to spare bus drivers, if not taken by regular drivers. If more than one driver is interested in doing field trips the opportunities will be shared equally.
4. Training, cleaning and other income opportunities will be offered to qualified regular drivers on an equal basis, prior to offering them to other drivers.

Personal Leave of Absence (other than Sick Leave)

1. Short term leave of absence of up to three (3) days, without pay, may be granted at the discretion of the Director of Transportation. Leave granted under this provision shall not exceed six (6) days in any school year.
2. Application for leave of absence for more than three (3) days shall be submitted to the Superintendent.
3. Leaves of absence other than those detailed below will incur a deduction from base pay for each day of the leave, at the annually determined sub rate (see Appendix B for current rate.)
4. An employee, other than casual employees, is entitled to a leave of absence without pay and such leave is deemed to be an authorized absence approved by the Board, where an employee is absent for:
 - a) Not more than six (6) days due to critical illness or death of a spouse, child, parent of parent-in-law plus any required traveling time not exceeding two (2) days.
 - i. Critical illness shall be interpreted as a person placed on a 'critical' list by a medical doctor.
 - b) Not more than two (2) days due to death and one (1) day due to critical illness of a grandparent, grandchild, brother, sister, son-in-law, daughter-in-law, sister-in-law or brother-in-law, plus any required traveling time not exceeding two (2) days;

- c) Not more than one (1) day to attend the funeral of an aunt, uncle, niece or nephew plus any required travelling time not exceeding two (2) days;
 - i. Attending to the medical needs of a spouse or child when such needs are urgent and require the services of a practitioner, or
 - ii. During confinement in a hospital of a wife for maternity reasons, or
 - iii. For the adoption of a child.
 - iv. (Critical illness shall be interpreted as a person placed on a 'critical' list by a medical doctor.)
- 5. The cost of benefits will be deducted from the employees' pay on the fourth (4th) day and every day there-after of personal leave.
- 6. An employee who has been granted leave of absence of any kind or for any period, and over-stays his/her leave of absence without permission, shall be assumed to have abandoned his/her position with the Board and may be terminated.
- 7. The employer shall grant maternity and adoptions leave pursuant to the provisions of the Employment Standards Code.
- 8. An employee who is summoned to court as a witness or for jury duty will be given leave with pay, provided the employee remits to the office any stipend, excluding any actual expenses set by the court.
- 9. A maximum of one (1) day without pay will be allowed for employees (other than casual employees) to attend the following:
 - a) Their own wedding or that of their son or daughter;
 - b) Their own graduation or that of their spouse, son or daughter;
 - c) If the time of the event conflicts with regular working hours.
- 10. If the time of the event conflicts with regular working hours, a maximum of one (1) day without pay will be allowed for employees (other than casual employees) to attend the following:
 - a) Their own wedding or that of their son or daughter.
 - b) Their own graduation or that of their spouse, son or daughter.

Sick Leave

- 1. Full-time, permanent employees are allowed a total of 6 days paid sick leave per year.
- 2. Employees will be required to provide a medical certificate for any sick leave greater than three (3) days.
- 3. Employees eligible for short term disability benefits are required to provide an updated medical certificate.
- 4. Employees must notify the Director of Transportation of any illness as soon as possible and provide the Director of Transportation of any illness as soon as possible and provide the Director of Transportation with the name of the substitute driver.
- 5. Substitute drivers are allowed sick leave without pay.
- 6. If an employee is unable to resume duties after sick leave entitlement is used, the employee may be terminated at the discretion of the Transportation Director in consultation with the Superintendent.
- 7. The Board recognizes alcoholism and other drug abuses as a treatable health problem covered under regular sickness benefits. Employees affected are expected to seek treatment as they would for any other illness which impairs performance of their work. If the employee fails to respond to treatment, and as a result his/her work performance deteriorates, the Board may terminate his/her employment. The use of alcohol or non-medical drugs during working hours is not allowed. The use of such items may result in the suspension or termination of the employee. An employee may be suspended immediately and be expected to seek medical treatment.

Substitute Drivers

Substitute drivers will be employed on a yearly basis by the Director of Transportation and must meet the same qualifications as a full-time permanent bus driver. Substitute drivers are entitled to a daily rate of pay, regular mileage and personal vehicle mileage (see Appendix B for current rates). Substitute drivers will receive the regular rates for extra trips.

Holiday Pay

1. Holiday pay will be paid monthly, in accordance with the Employment Standards Code.
2. Bus drivers who are granted leave of absence, maternity leave or disability leave will not accumulate holiday pay entitlement for that portion of time away from employment.

Statutory and Board Holidays

Statutory and Board Holidays are those designated in the School Year.

Pay and Pay Days

1. Employees shall be paid in accordance with the salary Schedules appended to this policy.
2. Payday will be the last working day of the month in the month worked. Cut-off date for mileage, pers/med days, wait time, drive time will be 15th of each month.
3. The bus driver (or the substitute driver, if arranged beforehand) will continue to receive the daily pay rate if buses do not run because of inclement weather.

Benefits

Full-time, permanent bus drivers are eligible for the Board's benefits plan after a successful probationary period.

Conflict of Interest

1. For the purposes of this policy, relative will be defined as any of the following to an employee: wife, husband, mother, father, mother-in-law, father-in-law, son, daughter, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, grandparents, grandchildren, nephews, nieces, uncles, aunts, stepchildren.
2. No employee will engage in activities outside of his/her employment which are contrary to the interest of the Board, or which conflict with his/her obligation to the Board.
3. No employee will participate in a decision affecting the recruitment, promotion, discipline or evaluation of a relative.
4. No relatives will be employed by the Board in the same department where a direct reporting relationship will be created. In special circumstances, personnel may be exempt from this provision by the Superintendent.
5. No employee will accept gifts, other than items of a nominal value, from suppliers or other persons or agencies with whom they are dealing on behalf of the Board. All gifts are the property of the Board.
6. Employees are expected to disclose situations of potential conflict of interest to their Supervisor immediately.

Confidentiality

1. Confidential information shall be determined by the Superintendent or designate, marked confidential and treated accordingly. The following are automatically confidential:
 - a) Payroll files
 - b) Any personal information of an employee

2. Any employee revealing confidential information may be terminated immediately.

Disciplinary Action and Dismissal

1. The Director of Transportation may recommend dismissal of an employee when there is reasonable ground(s) to believe that the presence of the employee is:
 - a) Detrimental to the health and/or safety of the public and/or other employees; or detrimental to Board property and/or equipment; or
 - b) That the employee has been guilty of gross misconduct, neglect of duty or refusal or neglect to obey a lawful order of the Board; or
 - c) Where the Director of Transportation has determined that the performance of an employee is unsatisfactory.
2. All disciplinary action must be documented and placed in the personnel file of the individual employee.
3. The Director of Transportation may recommend dismissal of that employee.
4. Suspensions may occur or the employee may be dismissed at any time upon verbal notice from the Director of Transportation, followed up by written notice.
5. Disciplinary action may include suspension without pay.
6. The Superintendent shall be informed immediately upon disciplinary action or recommended dismissal considered by the Director of Transportation.
7. All dismissals shall be approved by the Superintendent.
8. All recommended dismissals will be reported to the Board by the Superintendent.

Dress and Safety Standards

1. Dress standards must meet health and safety requirements.
2. The Director of Transportation may develop dress standards for employees as approved by the Superintendent.

Educational Support

1. The Board may provide support for course fees to employees who wish to follow educational programs relevant to their work. The employee will be required to present a request to the Director of Transportation, outlining in detail the program to be followed and related costs thereof.
2. Upon the successful completion of any approved course funded by the Board, the employee shall submit the final grades and receipt of course payment to the Director of Transportation prior to any approved costs being reimbursed.

Conference, Seminar, Workshop Attendance

Employees may attend conferences, seminars, workshops or activities related to their jobs, subject to prior approval of the Director of Transportation.

Public Information

1. When communicating to the public, ensure that you have the facts.
2. If a problem arises with the public over a Board policy, refer the matter to the Director of Transportation, who must report this to The Superintendent.
3. Refer all matters dealing with the press to the Superintendent.

Sexual Harassment

1. The employer agrees that no form of sexual harassment shall be allowed in the workplace and the employer undertakes to discipline any employee, manager, or client engaging in sexual harassment.
2. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature when:
 - a) Submission of such conduct is made either explicitly or implicitly a term or condition of employment;
 - b) Submission to or rejection of such conduct is used as the basis for action affecting that employee;
 - c) Such conduct has the purpose or effect of interfering with an employee's work performance or creating and intimidating, hostile or offensive working or educational environment; or
 - d) The perpetrator knows or ought to know that the conduct is unwelcome.
3. Whenever an employee feels he/she has been sexually harassed, he/she shall have the right to use the following procedure. This article shall not be construed as in any way limiting an employee's right to seek redress through any other legal procedure available to him/her and the employer agrees that it will not attempt to prevent an employee from seeking redress either through the courses of the Alberta Human Rights Commission or by reason of the fact that an employee has followed this procedure.
4. In cases of sexual harassment, the employee being harassed has the right to discontinue contact with the alleged harasser without incurring any penalty pending determination of the grievance.
 - a. The employer shall undertake to investigate all alleged occurrences expeditiously.
 - b. Both parties agree that all proceedings and the results thereof will be dealt with in the strictest of confidence. The employer agrees to support its employees during the process of redress arising from related situations. The victim or grievor shall be protected from repercussions which might result from his/her complaint.

Disputes

Should a dispute arise between an employee and the Director of Transportation or other employee regarding interpretation of this policy manual and /or wages or benefits, it shall be resolved in the following manner:

Step 1: The employee shall, within seven days of the event causing the dispute, submit in writing to the Superintendent or designate an outline of the reasons for the appeal.

Step 2: The Superintendent or designate in consultation with the Director of Transportation shall render a decision in writing to the employee within seven days of receipt of the appeal.

Step 3: Failing a satisfactory resolution of the appeal, the employee shall submit in writing his/her appeal to the Board within seven days of the receipt of the decision of the Superintendent or designate.

Step 4: The Board shall, as soon as possible following receipt of the appeal, appoint a committee consisting of at least two of its members and two members of the Management Team not directly involved in the appeal or the dispute. This committee will render its recommendation to the Board at the next regular meeting.

Step 5: The Board will rule on the appeal considering the recommendation of the dispute committee.

Step 6: The decision of the Board shall be final.

Special Circumstances

The Board may consider deviations from this policy due to special circumstances presented by an employee.

Appendices:

Appendix A: Employer Contributions to the Board Benefit Package

Appendix B: Bus Driver Salary and Benefits Schedule

Appendix C: Bus Driver Duties and Responsibilities

G-203: Appendix A

Employer Contributions to the Board Benefit Package

Health Benefit Plan

1. After a successful Probation, the maximum employer contribution is 100% of the premium.
2. Casual and/or temporary employees are not eligible for participation in the employer benefit plan.

G-203: Appendix B
Bus Driver Salary and Benefits Schedule

Effective September 1, 2018

Completed Years of Service	Base Salary per Month	Regular Mileage	Waiting Time (current minimum wage)	Driving Time	Personal Mileage	Holiday Pay	Benefits after 6 months
0	\$1,084.83	0.236	\$12.20	\$17.36	0.540	4%	Full Benefits
1	\$1,084.83	0.236	\$12.20	\$17.36	0.540	4%	Full Benefits
2	\$1,084.83	0.236	\$12.20	\$17.36	0.540	4%	Full Benefits
3	\$1,084.83	0.236	\$12.20	\$17.36	0.540	4%	Full Benefits
4	\$1,091.98	0.236	\$12.20	\$17.36	0.540	4%	Full Benefits
5	\$1,094.33	0.236	\$12.20	\$17.36	0.540	4%	Full Benefits
6	\$1,096.64	0.236	\$12.20	\$17.36	0.540	4%	Full Benefits
7	\$1,099.07	0.236	\$12.20	\$17.36	0.540	4%	Full Benefits
8	\$1,101.40	0.236	\$12.20	\$17.36	0.540	4%	Full Benefits
9	\$1,103.78	0.236	\$12.20	\$17.36	0.540	4%	Full Benefits
10	\$1,106.18	0.236	\$12.20	\$17.36	0.540	4%	Full Benefits
Sub Rate	\$65.09 per day + regular mileage					4%	

G-203: Appendix C

Bus Driver Duties and Responsibilities

1. Bus drivers shall:
 - a. be properly licensed for operating a school bus;
 - b. be familiar with and adhere to the requirements of the Highway Traffic Act and related sections of other Acts;
 - c. prior to being employed and annually, provide the Director of Transportation with a Driver's Abstract from the Motor Vehicles Branch, a current criminal record check, a copy of a class 2 driver's license, a copy of a medical for driver's license and any other documentation required by the Director of Transportation. A copy must also be submitted when any are renewed or upon the request of the Director of Transportation.
 - d. be thoroughly familiar with and adhere to policies;
 - e. conduct a bus evacuation drill with the students during the first week of school and one other time during the school year, which will be organized by the transportation director.
 - f. attend seminars and in-service activities as required by the Board;
 - g. arrange their schedules to ensure that the bus arrives at school at the times specified by the Director of Transportation;
 - h. be at school five minutes before dismissal time;
 - i. before leaving the school, and upon arriving at school ensure that all the required paperwork is complete;
 - j. leave the school when the load is complete; or if the load is incomplete, at the direction of the supervisor on duty;
 - l. wait until all buses ahead of them are loaded, and then follow the bus ahead of them. If one bus is unable to leave, the driver shall ensure that there are no students in danger and then signal the remaining buses to pass;
 - m. provide the Director of Transportation with a phone number at which they can be reached in case of emergency;
 - n. ensure the bus and equipment are in safe mechanical condition;
 - o. ensure that the bus interior is clean and that the exterior lights are free of any obstacles;
 - p. inspect bus daily and fill out the required forms
 - q. Inform the Director of Transportation as soon as possible when not driving the bus; indicate whether for personal or medical reasons, and the name of the substitute driver.
2. Bus drivers shall not smoke on the bus.
3. Bus drivers shall not use non-prescription drugs while on duty. A driver may not consume alcohol 12 hours before driving a school bus. Any driver who contravenes this rule shall be subject to immediate dismissal. Any driver charged with an alcohol or drug related offense may be suspended from duty without pay and, if convicted, shall be subject to immediate dismissal.
4. With regard to their bus routes, bus drivers shall:
 - a. report to the Director of Transportation any hazardous conditions such as blind intersections or treacherous sections of road;
 - b. advise the Director of Transportation of the need to post signs which will improve the safety of the bus route, and
 - c. report to the Director of Transportation, immediately after driving the route, if any change was made to the route normally driven. Suspension of the driver may occur if this is not adhered to.

5. While on duty, the driver shall have in his/her possession at all times the following material:
 - a. Operating authority sheet
 - b. Strobe light operating sheet
 - c. School bus certificate of license
 - d. Insurance pink card
 - e. Driver's License Class 2 (with Medical Certificate)
 - f. Maintenance record form
 - g. Seating plan
 - h. Driver's monthly time sheet
 - i. Time table of route with names and emergency numbers of families on route
 - j. Daily inspection sheet
 - k. Emergency protocol sheet.
6. Fines for traffic offenses are the responsibility of the driver.
7. The transportation supervisor shall evaluate the bus drivers' and substitute drivers' performance once every three years.

Approved (G-203)

March 18, 2015

Revised:

September 1, 2018

Due for Revision:

September 2020

Legal Reference:

Employment Standards Code