

ADMINISTRATIVE POLICY

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

SUBSTITUTE SCHOOL BUS DRIVER PAY

Substitute school bus drivers are eligible to apply for a payroll step increase after their first 450 hours of school bus driving and every 900 hours of school bus driving thereafter. The driver is required to complete the first 450 hours in a 12-month period and all subsequent 900 hours within a 24-month period.

The driver must also receive a satisfactory evaluation from the Student Transportation Manager/designee. The evaluation must cover the entire rating period, it must evaluate the driver as satisfactory or above in all areas, and it must recommend continued employment as a substitute bus driver and a step increase.

The substitute bus driver requesting a payroll step increase is required to request an evaluation from his/her supervisor. The request must include the starting and ending dates of the evaluation period and copies of all electronic pay stubs for school bus driving during the evaluation period. Hours paid for other duties (cafeteria monitor, warehouse worker, holiday, vacation, sick, etc.) do not count towards a bus driver payroll step increase.

The 450 hour step increase, if approved, will become effective according to payroll policy. All other approved step increases will become effective the following July 1. The earliest date for establishing an evaluation period under this policy is August 9, 2006.

Full-time CMCSS school bus drivers with more than five years of experience driving a CMCSS school bus who for whatever reason become a substitute school bus driver will keep their step on the classified pay chart and can qualify for additional step increases according to the experience indicated above (900 hours of driving = 1 step).

Implementing Procedures: None.

REVISION HISTORY:

Date:	Rev.	Description of Revision:
8/6/07		Initial Release
3/30/15	A	Added electronic to third paragraph. Updated logo.
2/10/20	B	Added "Student" in second paragraph. Added fifth paragraph "Full-time CMCSS school bus drivers with more than five years of experience driving a CMCSS school bus who for whatever reason become a substitute school bus driver will keep their step on the classified pay chart and can qualify for additional step increases according to the experience indicated above (900 hours of driving = 1 step)."

***** End of Policy *****