

## ADMINISTRATIVE POLICY

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

### SCHOOL BUS DRIVER REFERRAL STIPEND PROGRAM

In an effort to improve school bus driver recruitment and to reduce the critical school bus driver shortage, all full-time school bus drivers, bus aides, and bus monitors are eligible to receive a referral stipend for their successful recruitment of new school bus drivers.

Any eligible current employee who has been identified on a newly hired bus driver's application (no changes can be made) as a referral is qualified for up to a \$1,000.00 stipend. This referral stipend will be paid in bi-weekly increments of \$50.00 starting at the end of the following month immediately after a referred bus driver's hire date.

- For example, if a referred bus driver is hired on August 3, the stipend for a referral bus driver would be reflected on a paycheck at the end of September.

Payments will be paid during the payrolls for the calendar school year (191 days schedule). No stipend payments will be made during the summer. Any remaining payments will resume during the referral school bus driver's first pay period in August of the new school year. The following requirements must be satisfied in order for the referral bus driver to receive the referral stipend:

- The newly hired driver must complete training and complete all in-processing procedures.
- The newly hired driver must be employed and drive for the district (unless on approved leave as set forth herein) during the entire time the referral stipend payment is made to the identified referral school bus driver.
- The referring employee and newly hired driver cannot take a leave of absence other than those approved as FMLA, maternity/parental, military or jury duty. Drivers on any other type of leave of absence will forfeit the remaining stipend.
- If newly hired driver is on an approved FMLA, maternity/parental or military leave the stipend payments will be paused during the approved leave and resume when driver returns from the approved leave.
- If either the referring employee or the newly hired driver misses a total of five days, paid or unpaid status, during the stipend payout period then the remaining referral stipend is forfeited.
- In the event of remote learning, the referring employee is required to work during alternate workdays.



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- If either the referring employee or the newly hired driver changes employment status, resigns, or is terminated before the full amount is paid, the remaining referral stipend is forfeited.
- The maximum amount of approved referrals is two per year (ten months).

**Revision History:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
9/14/21		Initial Release

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