



Department: Student Transportation  
Policy Number: TRN-A028  
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## ADMINISTRATIVE POLICY

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

### NEWLY HIRED DRIVER "SIGN-ON" STIPEND PROGRAM

All new CMCSS full-time commercial school bus drivers are eligible to receive a Newly Hired Driver Sign-On Stipend. Payment of this sign-on stipend will begin at the end of the following month immediately after the new driver's hire date.

- For instance, if a new driver is hired on August 3, the sign-on stipend will begin to 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 sign-on stipend payments will be made during the summer. Any remaining sign-on stipend payments not paid within the current calendar year will resume during the driver's first pay period of August of the new school year.

A newly hired driver may earn a \$1,000.00 sign-on stipend that is paid in bi-weekly increments of \$50.00 until the full amount is paid or until forfeited. The following requirements must be satisfied in order for the new school bus driver to receive the sign-on stipend:

- The newly hired driver must be an active, full-time CMCSS commercial school bus driver during the entire time the sign-on stipend payments are paid (ten months).
- Newly-hired drivers cannot take leaves of absence other than those approved as FMLA, maternity/parental, military or jury duty. Drivers on any other type of leave of absence (LOA) will forfeit the remainder of the stipend.
- If newly-hired driver is on an approved FMLA, maternity/parental or military leave the stipend payment will be paused during the approved leave and resume when driver returns from the approved leave.
- Newly hired drivers must maintain good attendance. Any newly hired driver who misses a total of 5 days, paid or unpaid status (including OJI), will forfeit the remainder of the stipend.
- In the event of remote learning, newly hired drivers are required to work during alternate work days.
- In the event of the new driver's change in employment status, resignation, or termination before the amount is paid in full, the remainder of the stipend is forfeited.

**Revision History:**

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

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