



Department: TRN  
Policy Number: A029  
Effective Date: 9/24/21

## ADMINISTRATIVE POLICY

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

## INCENTIVE PROGRAM FOR STAFF REQUIRED TO SERVICE ADDITIONAL ROUTES

Clarksville-Montgomery County School System (CMCSS) student transportation department hires and employs several classifications of school bus drivers and school bus aides/monitors. Compensation for running additional routes will be compensated according to this administrative policy.

All school bus drivers and bus aide/monitors are compensated based on the requirements of their assigned route subject to a six (6) hour per day, 30 hours per week minimum. When a bus driver or bus aide/monitor are required to run additional routes beyond their assigned bus route due to the driver shortage, a financial incentive will be paid as follows.

### Summary of compensation:

**Regular Education bus drivers:** will be compensated \$10.00 per additional route as an incentive to assist during the severe driver shortage.

**Special Education bus drivers:** will be compensated \$10.00 per additional route as an incentive to assist during the severe driver shortage.

**Bus aide/monitor:** will be compensated \$10.00 per additional route as an incentive to assist during severe the driver shortage.

**Special Education Pre-K drivers:** will be compensated \$10.00 per additional route as an incentive to assist during the severe driver shortage.

**One run route:** will be compensated \$10.00 per additional route over their 6-hour requirement, as an incentive to assist during the driver shortage.

**Drivers who service the Tennessee School for the Blind:** will be compensated according to the requirements of their assigned route (6 hour requirement per day). If additional routes are added, a \$10.00 incentive will be paid per additional route.

Drivers assigned to these routes are required to notify dispatch when the Tennessee School for the Blind is closed. If CMCSS is in session on these days, they are to be available to dispatch. Refer to "Additional rules."

### Additional Rules:

- If a driver is required to be relocated to a route other than their assigned route, they will receive the \$10.00 Incentive per additional route, for a maximum of 5 days.
- All drivers including Driver Supervisors are required to run 2 routes both AM/PM prior to

receiving stipends for additional routes.

- Academy or FIT are not eligible for stipends.
- Bus aide/monitors who are required to assist the driver on an additional route other than their assigned route will receive the \$10.00 Incentive.
- Middle / High constitutes one route, and established double runs are considered as one route.
- Additional routes must be assigned through dispatch and noted in dispatch depot.
- Full-Time office staff and mechanics are not eligible for this incentive.
- Athletic Coaches driving for athletic events or field trips are not eligible for this incentive.
- Teachers and Classified Staff who are approved to drive a school bus may be eligible for this incentive.

**Pay Procedures:**

- Incentives will be paid during the regular two-week pay period, separate from regular hours.
- At the end of every pay period, the employee will be required to complete form TRN-F076 Additional Route Stipend Sheet which is to be submitted to a fleet supervisor for approval. Forms must include bus numbers and additional routes covered both AM & PM

Implementing Procedures: None

Associated Documents: [TRN-F076](#) – Additional Route Stipend Form

**Revision History:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
9/24/2021		Initial Release
7/19/22	A	Paragraph #1: "Added "and", added "/", deleted ", and school bus". Paragraph #2: Added "and", deleted ",", deleted "s, and bus", changed "five" to "six (6)", changed "25" to "30", changed "hour" to "hours", added "or". Third item under Summary of compensation: Capitalized "Bus", changed "aides" to aide/monitors", deleted "an additional". Fourth item: Deleted "an additional". Deleted fifth item. Sixth item: Deleted "an additional". Deleted seventh item. Eighth item: Added "(6 ours requirement per day). Additional Rules: Bullet one - Added "for a maximum of 5 days." Bullet two - Added "All drivers including Driver Supervisors are required to run 2 routes both AM/PM prior to receiving stipends for additional routes." Bullet three - Added "Academy or FIT are not eligible for stipends." Bullet four - Deleted "s and". Bullet nine - Changed "are" to "may be". Pay Procedures: Bullet two – Added "both AM & PM"



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