



School Bus Driver Annual Performance Bonus Procedure (TRN-P031)

Clarksville-Montgomery County School System

SCOPE:

- 1.1 This procedure outlines the process for school bus driver's annual performance bonus.

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

2.0 RESPONSIBILITY:

- 2.1 Lead Driver
- 2.2 Assistant Transportation/Driver Safety Manager
- 2.3 Transportation Manager
- 2.4 Payroll

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Operations Officer (COO)

4.0 DEFINITIONS:

- 4.1 CMCSS – Clarksville Montgomery County School System

5.0 PROCEDURE:

- 5.1 The driver must be a full-time CMCSS bus driver with a minimum of eighteen (18) consecutive months driving experience, complete the entire school year and have no change of status during the school year in question, i.e., status change from full-time driver to part-time driver or vice-versa. Part-time Substitute Drivers do not qualify.
- 5.2 Lead Driver will submit a completed Form TRN-F061 (Driver Performance Evaluation Form) on every one of their drivers who qualify for the Annual Performance Bonus, after reviewing driver's personnel file for the current school year. The completed form will be submitted to the Assistant Transportation/Driver Safety Manager no later than the first week of May each year. Lead Drivers will be evaluated by their Fleet Supervisor.
 - 5.2.1 Drivers will be evaluated in three (3) categories
 - 5.2.1.1 Performance
 - 5.2.1.2 Safety
 - 5.2.1.3 Attendance
- 5.3 The Assistant Transportation/Driver Safety Manager will review and approve completed Form TRN-F061 and submit the completed form to the Transportation Manager for final payroll submission no later than May 17th each year.



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5.4 Performance - The total annual bonus is determined by years of service and the bus driver's evaluation. Deductions occur for each category below.

5.4.1 Letters of Warning

5.4.2 Letters of Reprimand

5.4.3 Suspensions

5.4.4 Discretion: Covers an unending list of possible unsatisfactory work performance as determined by Transportation Leadership Team

5.5 Safety Evaluation - Bus driver's Safety Bonus is determined by the number of preventable accidents/incidents, or other unsafe actions at the Transportation Manager's discretion

5.6 Attendance - Bus driver's Attendance Bonus is determined by absences. There can be no more than two (2) absences per year to qualify. Any weather related CMCSS approved payable personal days will not affect the driver's bonus. The attendance records are provided by Payroll. Absences covered under an approved FMLA will not be included as part of the calculation.

6.0 ASSOCIATED DOCUMENTS:

6.1 TRN-F061 Bus Driver Evaluation Performance Form

7.0 RECORD RETENTION:

7.1 Local File - Indefinite

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/16/18		Initial Release

9.0 FLOWCHART:

9.1 Flowcharts detailing this process can be found below.



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