



NEW SCHOOL BUS DRIVER SIGN-ON STIPEND PROCEDURE (TRN-P040)

Clarksville-Montgomery County School System

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

1.0 SCOPE

- 1.1 This procedure outlines the process for newly hired school bus drivers to receive the Newly Hired Driver Sign-On Stipend.

2.0 RESPONSIBILITY:

- 2.1 Driver Programs Manager
- 2.2 Driver Supervisor
- 2.3 Driver Safety Supervisor
- 2.4 Assistant Student Transportation Manager
- 2.5 Student Transportation Manager

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Operations Officer

4.0 DEFINITIONS:

- 4.1 LOA (Leave of Absence)
- 4.2 OJI (On the Job Injury)

5.0 PROCEDURE:

- 5.1 The Newly Hired Driver Sign-On Stipend Request Form (TRN-F073) must be initiated and completed by the Driver Safety Office personnel with the driver's hired packet in order for the newly-hired driver to receive the \$1,000.00 sign-on stipend. This stipend is payable in bi-weekly increments of \$50.00 beginning at the end of the following month immediately after his/her hire date until the stipend is paid in full or until it is forfeited. All funds will be paid during the calendar year (191 days schedule). Any remaining sign-on stipend payments not paid by the end of the school year will resume during the new school bus driver's first pay period in August of the new school year, until paid in full.
- 5.2 The Driver Safety Office forwards the completed Newly Hired Driver Sign-On Stipend Authorization Form (TRN-F075) to the Student Transportation Manager for approval.
- 5.3 Once approved, Student Transportation Manager sends form (TRN-F073) and the school bus driver's hired packet to the Human Resources Department for processing.
- 5.4 The Student Transportation Manager sends a copy of the approved Newly Hired Sign-On Stipend Authorization Form (TRN-F075) to the Driver Programs Manager. The Driver Programs Manager will track the newly hired driver's employment status, attendance information, and stipend payment status until the stipend is paid in full or until forfeited. The Driver Programs Manager will ensure



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the newly hired driver's compliance with all the requirements outlined in the Newly Hired Driver Sign-On Stipend Policy (TRN-A028) as listed below:

- 5.4.1 The newly hired driver must complete the New School Bus Driver Sign-On Stipend Request Form (TRN-F073) bi-weekly at the end of the pay period and submit the form to their Driver Supervisor for processing.
 - 5.4.2 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.
 - 5.4.3 Newly hired drivers 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 remainder of the stipend.
 - 5.5.4 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.
 - 5.4.5 Any newly hired driver who misses 5 or more working days (including OJI) will forfeit the stipend.
 - 5.4.7 In the event of the new school bus driver's change in employment status, resignation, or termination before the amount is paid in full, the remainder of the stipend is forfeited.
- 5.5 This sign-on stipend is only for full-time school bus drivers hired after this policy is implemented. Rehired drivers are only eligible for this stipend if they have been out of their bus driver position for at least a year before being rehired.

6.0 ASSOCIATED DOCUMENTS:

- [\(TRN-A028\)](#) New School Bus Driver Sign-On Stipend Program Policy
- [\(TRN-F073\)](#) New School Bus Driver Sign-On Stipend Request Form
- [\(TRN-F075\)](#) Newly Hired Sign-On Stipend Authorization Form

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
TRN-F073 – Stipend Form	Locked Filing Cabinet	7 years	Shred	Secure Office
TRN-F075 – Stipend	Locked Filing Cabinet	7 years	Shred	Secure Office



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Authorization
Form

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
9/30/21		Initial Release

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