



SCHOOL BUS DRIVER REFERRAL STIPEND PROCEDURE (TRN-P041)

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 eligible Student Transportation employees to receive a referral stipend for referring individuals that are hired by CMCSS as school bus drivers.

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 When an employment application is submitted, the eligible referring employee's name must be attached. No name can be added after the application submission date.
- 5.2 Upon completion of the newly hired driver's in-processing, the referring employee is eligible to receive a one-thousand dollar (\$1,000.00) referral stipend that is payable bi-weekly in \$50 increments until the full amount is paid in full or until forfeited. Payments will be paid during the payrolls for the calendar school year (191 days schedule). No payment will be made during the summer. Payments will resume in August of the referring school bus driver's first pay period
- 5.3 The School Bus Driver Referral Stipend Authorization Form (TRN-F074) will be initiated by the Driver Safety Supervisor during the interview process and will be sent to the Student Transportation Manager for approval.
- 5.4 Once approved, the Student Transportation Manager will send form (TRN-F072) to the Human Resources Department for processing.



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- 5.5 The Student Transportation Manager sends a copy of the School Bus Driver Referral Stipend Authorization Form (TRN-F074) to the Driver Programs Manager. The Driver Programs Manager will track the funds being paid as well as the employment status and the attendance status of both the referring school bus driver and the newly hired driver to ensure compliance with all requirements outlined in the School Bus Driver Referral Program Policy (TRN-A027) as listed below.
 - 5.5.1 The newly hired driver must complete training and all in-process procedures.
 - 5.5.2 The newly hired driver must drive for the district during the entire time the referral stipend payment is made to the identified referral school bus driver.
 - 5.5.3 The referring employee must complete the School Bus Driver Referral Stipend Request Form (TRN-F072) bi-weekly at the end of each pay period and submit the form to their Driver Supervisor for processing.
 - 5.5.4 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.
 - 5.5.5 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.
 - 5.5.6 If either the referring school bus driver or newly hired driver misses five days during the stipend payout period, the remainder of the referral stipend is forfeited.
 - 5.5.7 In the event of either the referring school bus driver or the newly hired driver's change in employment status, resignation, or termination before the full amount is paid then the remainder of the referral stipend is forfeited.
 - 5.6 The referral stipend is only applicable for new school bus drivers hired after the School Bus Driver Referral Program Policy has been implemented. Referrals for former employees are not eligible for this referral stipend.

6.0 ASSOCIATED DOCUMENTS:

- [\(TRN-A027\)](#) School Bus Driver Referral Stipend Program Policy
- [\(TRN-F072\)](#) School Bus Driver Referral Stipend Request Form
- [\(TRN-F074\)](#) School Bus Driver Referral Stipend Authorization Form

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
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TRN-F072 – Stipend Form	Locked Filing Cabinet	7 years	Shred	Secure Office
TRN-F074 – Stipend Authorization Form	Locked Filing Cabinet	7 years	Shred	Secure Office

8.0 REVISION HISTORY:

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

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