Transportation Employee Perquisite Work Instructions (TRN-W010)

The Employee Perquisite (HUM-A059) provides transportation provisions that apply to eligible employees across the district. This Working Instruction is specifically designed for Transportation employees and allows eligible full-time bus drivers and bus aides to request permission for their student(s) to ride with them on their assigned bus route for transportation to the student's in-zone school.

Eligibility Requirements:

- Available only to full-time bus drivers and bus aides.
- The employee must be the parent or legal guardian of the student named in the request.
- The student must be actively enrolled at a school directly serviced by the employee's assigned route.
- Out-of-zone transportation is strictly prohibited.

Work Instructions

1.0 Employee Responsibilities

1.1 Obtain and complete the Request for Family Transportation Partnership Form.

1.2 Provide documentation verifying:

- The employee is the parent or legal guardian of the student; and
- The student is currently enrolled at a school serviced by the employee's assigned route.

1.3 Complete and sign the required Waiver and Release Form.

1.4 Submit the completed request packet and supporting documentation to the Senior Fleet Supervisor for review.

2.0 Senior Fleet Supervisor Responsibilities

2.1 Verify that the student is currently enrolled at a school serviced by the employee's assigned route.

2.2 Review the request packet and supporting documentation for completeness and eligibility.

2.3 Submit the completed request to the Transportation Manager, or designee, for final approval.

2.4 Review the responsibilities and safety expectations with the driver.

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3.0 Additional Requirements

3.1 Employees and participating students must adhere to all standard school bus safety (TRN-A001) protocols and applicable Student Code of Conduct (STS-M001) requirements.

3.2 Employees must understand that this perquisite may only be used for transportation to and from the approved place of origin. No additional, alternate, or convenience stops may be added to the employee's assigned route to accommodate this perquisite.

3.3 Employees must maintain direct and continuous supervision of their students while on Transportation Department property, including bus complexes. Students may not wander or remain unsupervised on Transportation Department property.

3.4 Employees must immediately report any change in the student's enrollment status, home address, school placement, or other information that may affect eligibility.

3.5 Approval applies only to the employee's assigned route and does not authorize out-of-zone transportation or transportation on another employee's route.

3.6 Authorization expires at the conclusion of each school year. Employees requesting continued participation must submit a new request and receive approval before the start of the following school year.