

Provo City School District
Policy Series 6000: Finances and Operations

6630 P1

Bus Route Selection Process

Purpose – Select the finest drivers for contracted positions with benefits.

Here is an outline of general considerations in the bus route selection process:

Contracted Bus Drivers - The number of contract assignments will be determined based on department need and fluctuate to best serve the needs of students and schools. Contracted Drivers will be assigned a route with at least 30 hours per week, receive medical benefits, and are approved to work up to 40 hours per week. When a contracted position becomes available, the non-contracted driver with the most points in the selection process will be offered a contract. If that driver refuses the contract, the driver with the next most points will be offered the contract until the contract is filled.

Hourly Bus Drivers - Hourly drivers will be assigned a route by the Route Coordinator based on the driver's score in the selection process, and based on department need. When an hourly route becomes available, the substitute driver with the most points in the selection process will be offered a route. If that driver refuses a route, the driver with the next most points will be offered a route until the opening is filled.

Field Trip Drivers - As field trip driver assignments become available, the driver with the most selection points that has requested a field trip assignment will be awarded the field trip driver assignment. If that driver turns down the invitation, that driver with the next most points that has expressed interest will be offered the position until the position is filled.

Longevity - Bus route assignments are for a school year unless department needs require a mid-year adjustment. Drivers that earn a contract keep that contract until they resign, ask for another assignment, retire or are dismissed. Drivers that abandon a route during the school year will not be offered another route for at least two calendar years.

Substitute Bus Drivers - Bus drivers will begin as substitute drivers, on-call and assigned on an as needed basis until they earn enough selection points to be assigned a route. Substitute drivers must submit their availability schedule to the Route Coordinator. Substitute drivers that repeatedly fail to respond during the time they claim to be available will be moved to the back of the substitute rotation.

Here is an outline of more specific considerations in the bus route selection process:

The following criteria will be used to determine the finest school bus drivers. Each criterion will count for ten points, or 20% of the overall total. The selection process will be conducted in the spring of each year for OPEN positions and drivers will be notified of the results

before leaving for summer break. Driver's contracts will last until they choose to leave or their employment is terminated through the orderly termination process.

1. Years of School Bus Driving Experience (not necessarily the same as years for pay) – Drivers will be allowed one point for each year of successful bus driving experience (substitute on average at least ten hours per month during the school year, or regular route driving experience). Verified experience from other districts will be allowed ½ point per year, up to five points total (half year increments only). Ten total points will be allowed for school bus driving experience.

2. District / Utah Highway Patrol Points – Provo school bus drivers are assessed points for traffic violations, collisions, tardiness, etc. Drivers with 100 points may have their employment terminated. One school year of driving (July 1 – June 30) with no infractions results in a 50% reduction in points. Two school years of driving with no infractions, results in removal of all points. Drivers with no points on their record will receive all ten points for this category. For every point earned against a driver's record, this category will be subtracted .1 point. For instance a driver with ten points against their driving record will receive nine points in this category. A driver with twenty points against their driving record will receive eight points in this category, etc.

3. Written Test – Provo School District bus drivers will be given a written exam on laws and procedures pertaining to driving school buses based on the Utah CDL Manual. Exception to scheduled testing or testing accommodation must be pre-approved by the director of transportation. The test will neither be prepared, nor scored by Provo School District bus trainers (if they compete for a contracted position). Points will be awarded in this category as a percentage of driver's test score. For instance drivers with 100% test score will receive all ten points in this category. Drivers with a 90% test score will receive nine points in this category. Drivers with an 80% test score will receive eight points in this category, etc.

4. Skills Test - Provo School District bus drivers will be provided an opportunity to participate in the state bus rodeo (or similar) skills test. Drivers will be paid for the actual time needed to participate in the skills test. Exception to scheduled skills testing must be pre-approved by the director of transportation. Drivers will be provided a list of obstacles used for the exam and a bus to practice these maneuvers at least two weeks prior to the skills test exam. Drivers will not be paid for their practice time. Points will be awarded in this category as a percentage of driver's skills test score. For instance drivers with 100% skills test score will receive all ten points in this category. Drivers with a 90% skills test score will receive nine points in this category. Drivers with an 80% skills test score will receive eight points in this category, etc.

5. Public Relations – Drivers will be interviewed by the transportation department secretary, route coordinator, transportation director, special education transportation liaison and associate superintendent. Drivers will respond to questions or scenarios based on annual training and evaluated on their appearance, presentation, conflict resolution skills, behavior management skills, rapport with their peers and rapport with students / parents / school staff, etc. Each evaluator will record a score for each driver according to the following rubric: 1 –

unsatisfactory, 2 – marginal, 3 – satisfactory, 4 – very good, 5 – outstanding. Drivers' scores will be calculated as a percentage of possible points. For instance drivers with 100% interview score will receive all ten points in this category. Drivers with a 90% interview score will receive nine points in this category. Drivers with an 80% interview score will receive eight points in this category, etc.

Contracts / routes will be awarded based on the available positions. Drivers will request their preference: contract with 30+ hours with benefits (20% premium participation); or hourly with 20+ hour route / field trip driver (not to exceed 29 hours per week). Drivers with the most points will be assigned routes (considering their preference) until all contracts, routes and the two priority field trip positions have been filled. Ties will be broken by employee performance evaluation. Specific routes will be determined by the route coordinator and approved by the transportation director. Contracted drivers will be paid 30 hours a week averaged over twelve months, and paid each month for additional hours worked. Hourly drivers with a 20+ hour route will be awarded a route with at least 20 hours on a regular week and paid by time-card submitted the first day of each month for hours worked the previous month. For openings mid-year, the driver with the next most points will be offered the opening (20+ hour driver with most points offered the 30+ hour contract until all 30+ hour contracts are filled. The sub driver with the most points will then be offered available positions, etc.

Cross References:
PCSD Policy 6630

Synopsis
Route Selection

Adopted:

March 11, 2014