

ASSIGNMENT OF ACTIVITY TRIPS

Transportation Department

This procedure is established to outline the process to be followed regarding the assignment of activity trips to bus drivers. It is intended to balance the overall needs of the school district and the needs of the employees assigned to the transportation department.

The Supervisor of Transportation will prepare a list to be posted weekly (on Thursday or Friday) detailing the known activity trips for the following week.

Route drivers may bid for activity trip assignments by signing their name on a space provided next to the trip listings. Drivers should indicate their priority ranking for the listed trips in the order they would like to be assigned.

The Supervisor of Transportation will schedule drivers to trips utilizing, to the extent possible, the seniority rankings of those drivers indicating a preference for a particular trip with the most-senior driver receiving the highest priority for assignment.

When making assignments, the Supervisor of Transportation will also consider the overtime status or straight time status of each driver requesting a trip so that assignments can be made in the best interests of the employees, the department and the district. Assignments will be made avoiding an "exorbitant" use of overtime considering any financial restraints of the district.

Drivers may also sign up on a weekly basis indicating their availability during the following week for trips "not yet" posted. When activity trip requests are received by the Transportation Department "after" the weekly posting has occurred, the Supervisor of Transportation will, to the extent possible, make assignments to those drivers who have previously indicated their availability for the week.

Once a driver is assigned an activity trip, it is the driver's responsibility to fulfill that assignment. If, for any reason, the driver is unable to fulfill the assignment, the driver shall immediately notify the Supervisor of Transportation. The final decision regarding any replacement driver will be the responsibility of the Supervisor of Transportation.

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