

DOUGLAS COUNTY
SCHOOL DISTRICT



NEGOTIATED AGREEMENT

~~2023—2025~~2025-2027

~~(RATIFIED NOVEMBER 3, 2023)~~

THE PARTIES IN THIS AGREEMENT ARE THE DOUGLAS COUNTY SCHOOL DISTRICT
("DISTRICT")

AND THE NEVADA CLASSIFIED SCHOOL EMPLOYEES AND PUBLIC WORKERS ASSOCIATION
(NCSEA) ~~CHAPTER 6, BUS DRIVERS ASSOCIATION~~ DOUGLAS COUNTY CLASSIFIED SCHOOL
EMPLOYEE'S ASSOCIATION ("ASSOCIATION") (DCCSEA)
~~NCSEA CHAPTER #6 BUS DRIVERS~~

Table of Contents

Article I -	DEFINITIONS	1
Article II -	RECOGNITION AND DESCRIPTION OF BARGAINING UNITY	2
Article III -	DISTRICT RIGHTS	3
Article IV -	ASSOCIATION ACTIVITIES AND EMPLOYEE RIGHTS	3
Article V -	NO STRIKE AGREEMENT	4
Article VI -	MEMBERSHIP DUES DEDUCTION	4
Article VII -	GRIEVANCE PROCEDURE	5
Article VIII -	CORRECTIVE ACTION AND DISCIPLINE	9
Article IX -	REDUCTION IN FORCE	10
Article X -	COMPENSATION	11
	Exhibit A2023-2024 DRIVER SALARY SCHEDULE	15
	Exhibit B	2024-
	2025 DRIVER SALARY SCHEDULE	16
Article XI -	WORK PERIODS	17
Article XII -	OVERTIME	17
Article XIII -	COMPENSATORY ADDENDUM	18
13-1 -	MEALS/LODGING	18
13-2 -	CALL OUT	18
13-3 -	PHYSICAL EXAM	19
13-4 -	REQUIRED ATTENDANCE	19
13-5 -	STANDBY PAY	19
13-6 -	TRAINERS	19
13-7 -	SAME POSITIONS	19
13-8 -	FIELD TRIPS	20
13-9 -	PAID HOLIDAYS	20
13-10 -	ROUTE ASSIGNMENTS	20
Article XIV -	PRIVATE VEHICLE TRAVEL FOR SCHOOL BUSINESS	21
Article XV -	INSURANCE	21
Article XVI -	LEAVES	22
16-1 -	SICK LEAVE	22
16-2 -	PERSONAL LEAVE	25
16-3 -	PAY FOR UNUSED SICK LEAVE	26
16-4 -	JURY LEAVE	27

16-5 - UNCOMPENSATED LEAVE	27
16-6 - MATERNITY LEAVE	29
16-7 - UNAUTHORIZED LEAVE	30
16-8 - ASSOCIATION LEAVE	31
Article XVII -	
GENERAL SAVINGS CLAUSE	31
Article XVIII -	TERM
OF AGREEMENT	32
Article XIX - SAFETY	32

ARTICLE 1: DEFINITIONS

- 1-1** The term "NRS 288," as used in this Agreement, shall refer to Chapter 288 of the Nevada Revised Statutes, also known as the Local Government Employee Management Relations Act, including amendments made hereto.
- 1-2** The term "School Trustees," as used in this agreement, shall mean the Board of School Trustees of the Douglas County School District.
- 1-3** The term "Association," as used in this Agreement, shall mean the Nevada Classified School Employees and Public Workers Association, Chapter #6, ~~Bus Drivers Douglas County Classified School Employee~~ Association (DCCSEA) and is the entity known as the Employee Organization in NRS 288.
- 1-4** The term "School District" or "District," as used in this Agreement, shall mean the Douglas County School District, and is the entity known as the Local Government Employer in NRS 288.
- 1-5** The term "Superintendent," as used in this Agreement, shall mean the Superintendent of Schools of the Douglas County School District or his/her designee.
- 1-6** The terms "School Trustees," "School District," or "Association" shall include authorized officers, representatives, and agents of each, and each reserves the right to act hereunder by committee or designated representative.
- 1-7** The term "Probationary Employee," as used in this Agreement, means a contracted bus driver who has not completed 90 work/driving days of contracted employment during which time his/her competency in assigned duties is evaluated.
- 1-8** The term "Employee," as used in this Agreement, means a contracted bus driver who has successfully completed his/her probationary period of 90 work/driving days and any extensions thereof.
- 1-9** The term "Contracted Bus Driver," as used in this Agreement, shall mean a bus driver under contract to work a regular schedule of consistently approximate hours daily.
- 1-10** The term "Agreement," refers to this document, being the Negotiated Agreement between the Douglas County School District (District) and the Nevada Classified School Employees and Public Workers Association, Chapter #6, ~~Bus Drivers Association (Association)~~ Douglas County Classified School Employee Association (DCCSEA).

- 1-11** The term "School Year," as used in this Agreement, shall mean a year commencing on the first day of July and ending on the last day of June.
- 1-12** The term "Work Year," as used in this Agreement, refers to a variable period of time within the School Year, between 176 –182 work days.
- 1-13** The term "School," as used in this Agreement, means any day that one or more schools are in session.
- 1-14** The term "Work Day," as used in this Agreement, shall be defined as any day a contracted bus driver is required to be present on the job to include but not limited to: student attendance days, professional development days, mandatory meetings, school closure days.
- 1-15** The Term "Route Hours" as used in this Agreement, shall be defined as any time used by a contracted driver for the actual time spent transporting students to and from school (A.M., Mid-Run, and P.M. run)-, route paperwork, bus washing, bus fueling, parent phone calls, and all other hours maintaining their route. Maintenance hours will be determined and set by the department supervisor and added to the route hours to the nearest quarter hour.
- ~~**1-16** The Term "Route Maintenance Hours" as used in this Agreement, shall be defined as any time used by a contracted driver for the actual time spent on route paperwork, bus washing, bus fueling, parent phone calls, and all other hours maintaining their route, outside of their normal "Route Hours" as defined in 1-15.~~
- ~~**1-17**~~**16** Time off requests holidays, school closure days, and any other days deemed "regular pay" days will be paid as actual Route Hours as defined in 1-15.
- ~~**1-18**~~**17** Annualized salary will be comprised of an average of "Route Hours" ~~and "Route Maintenance Hours"~~as defined in 10-6.
- ~~**1-19**~~**18** Bus driver contract refers to the contracted bus route that each contracted bus driver obtained through the bus route bid process and the contracted bus route variable actual route hours each contracted bus driver is required to work under contract with the district.
- ~~**1-20**~~**19** Mid-run is defined to be any regularly scheduled bus service needed for student transportation services to and from school between AM and PM runs generally between but not limited to the hours of 9:00am – 1:00 pm. This does not include field trips or regularly scheduled educational trips to and from schools.
- 1-20** Contracted Route Hours refers to the actual total route hours as shown on the Route Sheet for each bus driver as defined in 1-19.

- 1-21 The term "Seniority" as used in this agreement, shall be defined as the ranking of contracted bus drivers by the length of time, by contract date, the contracted bus driver has served as a contracted bus driver for DCSD as reflected on the Transportation seniority list.
- 1-22 The term "Transportation Department" as used in this agreement refers to the department offices located at 1126 Airport Road G-2, Minden NV, 89423. All other locations are hubs of the Transportation Department.

ARTICLE II – RECOGNITION AND DESCRIPTION OF BARGAINING UNIT

- 2-1** The Board of Trustees recognizes the Nevada Classified School Employees and Public Workers Association, contracted Douglas County Schools (as defined in Section 1-9 of the Definitions), Chapter #6, as the exclusive negotiating representative of the contracted bus drivers of the Douglas County School District, subject to the provision of NRS 288.
- 2-2** The Bus Drivers' bargaining unit shall be composed of all contracted bus drivers who work a regular schedule of consistently approximate hours daily.

ARTICLE III – DISTRICT RIGHTS

3-1 RETENTION OF DISTRICT PREROGATIVES

Except as expressly modified or restricted by a specific provision of this Agreement, all statutory and inherent managerial rights, prerogatives, and functions are retained and vested exclusively in the Board of Trustees of the Douglas County School District, including, but not limited to, the rights, in accordance with its sole and exclusive judgment and discretion, to the following:

- to direct its employees;
- to hire, promote, classify, transfer, assign, retain, suspend, demote, discharge, or take disciplinary action against any employee;
- to determine appropriate staffing levels, work performance standards, content of the workday, and workload factors;
- to relieve any employee from duty because of lack of work, lack of money, or for any other legitimate reason;
- to manage its governmental operations efficiently;
- to establish the methods and means by which its operations are to be conducted;
- and to take whatever actions may be necessary to carry out its responsibilities in situations of emergency.

The District's failure to exercise any right, prerogative, or function hereby reserved to it, or the District's exercise of any such right, prerogative, or function in a particular way, shall not be

considered a waiver of the District's right to exercise such right, prerogative or function or preclude it from exercising the same in some other way not in conflict with the express provisions of this Agreement.

ARTICLE IV – ASSOCIATION ACTIVITIES AND EMPLOYEE RIGHTS

- 4-1** It is the right of every contracted bus driver to join or refrain from joining the Association that is part to this Agreement.
- 4-2** The Association may post on available bulletin boards in the bus drivers' lounge in a reasonable manner responsible and official Association notices provided such notices are initialed and dated by the Transportation Supervisor. Such initialed and dated notices may also be distributed to the Association's members via intra-District mail.
- 4-3** The Association may use District facilities for meetings provided such use complies with District policy and does not interrupt normal school day nor bus driving operations.
- 4-4** The Association shall be allowed at least sixty (60) minutes during the first general session of all bus drivers/aides and Transportation Department Support Staff at the beginning of each school year for a voluntary presentation of the local Association and its officers, and/or representatives from NCSEA. The Association will notify the Transportation Director at least one week before this meeting of its wish to be placed on the agenda. In the event that a general session is not held prior to the first student day, an Association representative shall be granted at least sixty (60) minutes during one (1) of the Professional Development work days during the work year.

ARTICLE V – NO STRIKE AGREEMENT

- 5-1** Recognizing the Nevada Legislature's intent as follows: That the services provided by the District are of such nature that they are not and cannot be duplicated from other sources and are essential to the health, safety, and welfare of the people of Douglas County; that the continuity of such services is likewise essential and their disruption incompatible with the responsibility of the District to its constituents; and that every contracted bus driver who enters or remains in the employment of the District accepts the facts stated in the preceding sentences of this paragraph as an essential condition of his/her employment.

The Association, its officers and agents, and each and every contracted bus driver hereby agree that they will not support any strike against the District nor shall they engage in nor

support any action, which impairs the rendering of such essential services by the District, fully acknowledging that such act is illegal.

ARTICLE VI – MEMBERSHIP DUES DEDUCTION

- 6-1** Upon receipt by Business Services of a signed authorization from a contracted bus driver to deduct membership dues, the District shall make uniform monthly membership dues deductions from the salary earned by such bus driver. Authorized membership dues deductions will begin with the first pay period in the payroll month following the receipt of such authorization.
- 6-2** The District shall deduct from a contracted bus driver's wages only that amount of monies, which the Treasurer of Chapter #6 has certified to Business Services, in writing, as the amount of dues required of all contracted bus drivers as a condition of acquiring or retaining membership in the Association.
- 6-3** No later than October 15th of each year, the Association will provide the District with a list of those bus drivers who have voluntarily authorized the District to deduct Association membership dues and the uniform amount to be withheld for each driver. The Association will notify the District in writing monthly of any changes in the authorized membership list. Any change in the amount of membership dues to be withheld must be submitted in writing at least thirty (30) working days prior to the date the change is to be made effective.
- 6-4** Business Services will forward monies from membership dues deductions to the Treasurer of Chapter #6 no later than the last day of the month in which deductions are made.
- 6-5** If for any payroll period in which the District is obligated to make dues deductions, the wages owed a contracted school bus driver (after deductions mandated by any governmental agency) are less than the amount of money which the contracted bus driver has authorized the District to deduct, the District shall make no deductions from wages owed the contracted bus driver for that payroll period and shall make no deductions, which would have been made from wages owed the contracted bus driver for that payroll period, from wages owed the contracted bus driver for any future payroll period.
- 6-6** Upon termination, a bus driver's current month's dues will be deducted from the final check.
- 6-7** The District agrees not to honor any membership dues deduction authorizations executed by a bus driver in the bargaining unit in favor of any other labor organization representing bus drivers for the purpose of negotiations.

- 6-8** The Association agrees to refund to the District any excess amounts paid to it in error on account of the membership dues deductions provision, upon presentation of proper evidence of error or mistake.
- 6-9** The Association shall indemnify, defend, and hold the District harmless against any and all claims, demands, grievances, or other liability that arise out of or by reason of actions taken by the District pursuant to this Membership Dues Deduction Article.

ARTICLE VII – GRIEVANCE PROCEDURE

GENERAL TENETS

7-1 Definitions

- 7-1-A** A "grievance" is a written act, omission or occurrence that a bus driver or exclusive representative believes to be an injustice relating to any condition arising out of the relationship between a bus driver and the District including without limitation, working hours, working conditions, membership in an employee association or interpretation of any law, regulation, or of this Agreement that directly affects the grievant.
- 7-1-B** An "aggrieved person" is the bus driver asserting a grievance.
- 7-1-C** A "party in interest" is any person or persons who might be required to take action, or against whom action might be taken, in order to resolve the grievance.
- 7-1-D** The term "days" when used in this article shall, except where otherwise indicated, mean working days rather than calendar days.

7-2 Right to Participate

- 7-2-A** No reprisals of any kind shall be taken by either party against any party in interest, any school representative, or any other participant in the grievance procedure by reason of such participation.
- 7-2-B** Any party in interest may be represented at any level of the grievance procedure by a person of his/her own choosing.

7-3 Time Limitations

The time limitations set forth in this Article are the essence of the grievance procedure. No grievance shall be accepted by the District unless it is submitted or appealed within the time limits set forth in the Procedural Steps below. If the grievance is not timely submitted at Step One, it shall be deemed waived. If the grievance is not timely appealed to Step Two, it

shall be deemed to have been settled in accordance with the District's Step One answer. If the grievance is not timely appealed to Step Three, it shall be deemed to have been settled in accordance with the District's Step Two answer. If the District fails to answer within the time limits set forth in the Procedural Steps, the grievance shall automatically proceed to the next step.

By mutual agreement between the District and the party in interest, the time limitations set forth in the Procedural Steps may be extended.

7-4 Separate Filing

All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

7-5 Forms for Filing

Forms for filing and processing grievances shall be jointly prepared by the parties and distributed by the Association.

7-6 Withdrawal of Grievance

A grievance may be withdrawn at any level by the aggrieved bus driver without prejudice when the aggrieved bus driver has strictly adhered to the timelines.

7-7 Administration Cooperation

The administration will cooperate with the aggrieved bus driver in his/her investigation of his/her grievance, and further, will furnish him/her with such information as is pertinent and available for the processing of such grievance.

PROCEDURAL STEPS

7-8 Problem Solving

Whenever an alleged problem arises over which a bus driver may feel aggrieved, that driver and, if the driver so chooses, their representative shall discuss such perceived problem with his/her immediate supervisor without the discussion being construed as a grievance. Requests for a problem solving discussion must be brought forth no later than five (5) work days after the situation which seemed to give rise to the alleged problem. However, should the matter being discussed not be resolved between the bus driver and his/her immediate supervisor, the bus driver may still pursue to resolve the matter if it involves an alleged violation of the Agreement through the steps of the grievance procedure. In cases of termination, the procedural step of Problem Solving shall be waived.

7-9 Written Presentation

All grievances presented at Step One of the Procedural Steps must set forth: the facts giving rise to the grievance; the provision(s) of the Agreement alleged to have been violated; the name of the aggrieved bus driver; and the remedy sought. All grievances at Step One and appeals at Step Two, Step Three, and Four of the Procedural Steps must be signed and dated by the aggrieved bus driver. All written answers submitted by the District shall be signed and dated by the appropriate District representative.

7-10 STEP ONE – Written Grievance to Immediate Supervisor

No later than ten (10) work days after the event giving rise to the grievance, or ten (10) work days after the bus driver should have reasonably known of the event giving rise to the grievance, or five (5) work days after the problem-solving discussion if that option was attempted, the bus driver may submit a written grievance to his/her immediate supervisor. The immediate supervisor shall give his/her written answer to a grievance within five (5) days after receipt of the grievance.

7-11 STEP TWO – Written Appeal to the Director of Human Resources

If the grievance is not settled at Step One, the bus driver, not later than ten (10) days after receipt of the immediate supervisor's written answer to Step One, may file a written appeal of that answer to the Director of Human Resources his/her designee. The written appeal must state specifically the bus driver's objection to the immediate supervisor's written answer. No later than ten (10) days after receipt of the written appeal, the Director of Human Resources, or his/her designee, shall hold a meeting with the bus driver. The Director of Human Resources, or his/her designee, shall give his/her written answer to the grievance within ten (10) days after such meeting.

7-12 STEP THREE – Written Appeal to the Superintendent

If the grievance is not settled at Step Two, the bus driver, not later than ten (10) days after receipt of the Executive Director of Human Resources' written answer to Step Two, may file a written appeal of that answer to the Superintendent. The written appeal must state specifically the bus driver's objection to the Executive Director of Human Resources' written answer. No later than ten (10) days after receipt of the written appeal, the Superintendent, shall hold a meeting with the bus driver. The Superintendent, shall give his/her written answer to the grievance within ten (10) days after such meeting.

7-1213 STEP THREE-FOUR – Written Appeal to the Board of Trustees

If the grievance is not settled at Step ~~Two~~ Three, the bus driver, not later than five (5) days after receipt of the ~~Director of Human Resources, or his/her designee's~~ Superintendent's

answer at Step ~~Two~~Three, may file a written appeal to the Board of Trustees. The written appeal must state specifically the bus driver's objection to the ~~Director of Human Resources, or his/her designee's~~ Superintendent's answer. Not later than the first opportunity to properly agendize the appeal, the Board of Trustees shall meet in closed executive session with all parties involved in Steps One, ~~and Two, and Three~~ of this procedure. The Board of Trustees shall give its written answer to the grievance within ten (10) days after such meeting, which answer shall be final and binding on the grievant unless the Association chooses to pursue ~~arbitration~~ mediation as outlined in Step Four.

7-~~13~~14 STEP FOUR -- ~~Arbitration~~FIVE - Mediation

If the grievance is not resolved at Step Four, the Association or the District may, within ten (10) days of receiving the Board of Trustees' decision, request mediation. The parties shall jointly select a mediator from a recognized state or federal mediation service. The mediation shall be non-binding, and the costs of the mediator shall be shared equally between the District and the Association. Participation in mediation is voluntary and does not waive the right to proceed to arbitration if the grievance remains unresolved.

7-15 STEP SIX - Arbitration

7-~~13~~15-A — Any grievance, that has been properly and timely processed through Step ~~Three~~Five and that has not been settled at the conclusion thereof, may be appealed to arbitration by the Association serving the Superintendent with written notice of its intent to appeal a grievance to arbitration. The failure to appeal a grievance to arbitration in accordance with this paragraph within ten (10) days after receipt of the written answer of the Board of Trustees or within ten (10) days after the conclusion of an unsuccessful mediation shall constitute a waiver of the Association's right to appeal to arbitration, and the written answer of the Board of Trustees at Step ~~Three~~Four shall remain final and binding on the aggrieved employee, the District, and the Association.

7-~~13~~15-B Not later than ten (10) days after the Association serves the Superintendent with written notice of intent to appeal a grievance to arbitration, the District and the Association shall jointly request the American Arbitration Association to furnish, to the District and the Association, a list of seven (7) qualified and impartial arbitrators. Within five (5) calendar days after receipt of that list by the District, the District and the Association shall alternately strike names from the list, until only one (1) name remains. The arbitrator whose name remains shall hear the grievance. The Association shall strike the first name.

7-~~1315~~-C The jurisdiction and authority of the arbitrator and his/her opinion and award shall be confined exclusively to the interpretation and/or application of the expressed provision(s) of this Agreement at issue between the Association and the District. He shall have no authority to add to, detract from, alter, amend, or modify any provision of this Agreement; to impose on either party a limitation or obligation not explicitly provided for in this Agreement; or to establish or alter any wage rate or wage structure. The arbitrator shall not hear nor decide more than one (1) grievance without the mutual consent of the District and the Association. The written award of the arbitrator on the merits of any grievance adjudicated within his/her jurisdiction and authority shall be final and binding on the aggrieved employee, the Association, and the District.

7-~~1315~~-D The fee of the American Arbitration Association and the fees and expenses of the arbitrator shall be shared equally by the District and the Association; otherwise each party shall bear its own arbitration expense.

7-~~1315~~-E No evidence from either party (Grievant or District) pertinent to the grievance may be presented for the Arbitrator's consideration that was not presented for the Board's consideration at Step Three.

7-~~1416~~ Election of Remedies

It is agreed that in the event of any claimed grievance, the Association and/or employee must first process the claim through the Grievance Procedure and the decision shall bind all parties on the issues submitted to Arbitration; provided that this provision shall not preclude any employee from filing a claim in another forum based upon the same acts, but claiming a right not covered by the Negotiated Agreement, as long as the processing of that claim is delayed until the grievance is either resolved by agreement or binding arbitration.

ARTICLE VIII – CORRECTIVE ACTION AND DISCIPLINE

8-1 Discharge

8-1-A The continued employment of a contracted bus driver is dependent upon satisfactory performance of assigned duties and maintaining personal fitness to perform those duties. A bus driver may, however, also be discharged given just cause.

8-1-B A contracted bus driver who is discharged may appeal such action through the grievance procedure of this Agreement.

8-1-C The provisions of this article shall not be available to probationary bus drivers.

- 8-1-D** The Superintendent will meet with principals annually and advise them of the appropriate protocols for using video surveillance. The purpose of videos in schools is to ensure the safety and security of staff, students and District equipment and facilities. It is understood that such surveillance can be used for corroborative evidence in employee discipline and dismissal cases and in those instances where workplace violations are viewed in the normal course of using videos for student supervision. The normal course of using video for student supervision is defined as reviewing student incident(s) which include but are not limited to student fights, vandalism and theft or to monitor previously identified troubled zones.

8-2 Corrective Action and Discipline

- 8-2-A** Should a contracted bus driver's work habits, overall attitude, adherence to rules, conduct, or demeanor become unsatisfactory during the course of his/her employment, his/her supervisor will first attempt corrective action assist such bus driver in identifying and remediating those behavioral and/or performance problems. Corrective action can include retraining prior to 8-2-B of this agreement.
- 8-2-B** However, if the contracted bus driver fails to respond to corrective action his/her supervisor will provide a counseling meeting to explain the possible consequences if the driver fails to improve performance. During the counseling meeting the supervisor will provide a copy of Article VIII of this agreement. Discipline shall generally be imposed on a graduated basis as follows:

Retraining: The supervisor will discuss retraining with the employee as first step of the disciplinary action. The contracted bus driver must successfully complete the retraining.

Written Warning - a written warning to be placed in one's personnel file that the bus driver had received previous corrective action, retraining and a counseling meeting from his/her supervisor regarding unacceptable behavior and/or performance, that the corrective action/retraining counseling has been unsuccessful, and that should the unacceptable behavior and/or performance continue, more stringent disciplinary action will follow.

Suspension - a written notification outlining the previous efforts in remediating the unacceptable behavior and/or performance with a recommendation to suspend without pay subject to review by the Director of Human Resources. Prior to suspension, a meeting will be held including bus driver, supervisor, Director of Human Resources or designee, and a representative of the bus driver's choice.

Subsequent Offenses - should the contracted bus driver continue to violate, disregard, or show indifference to acceptable behavioral and/or performance standards, his/her supervisor may recommend termination subject to review by the Director of Human Resources.

8-3 Immediate Termination

Should a bus driver ever demonstrate through either his/her actions or omission of actions a serious disregard for the safety of the children he/she transports, his/her supervisor may recommend immediate dismissal in lieu of graduated disciplinary procedures.

8-4 Dishonesty

Dishonesty, if proven may/can result in disciplinary action, up to and including termination.

ARTICLE IX – REDUCTION IN FORCE

- 9-1** The District will determine when a reduction in force/layoff is necessary and the number of individuals to be laid off.

SUBJECT TO THE DETERMINATIONS SET FORTH IN 9-1, ABOVE, THE DISTRICT AGREES TO THE FOLLOWING:

- 9-2** Contracted bus drivers who voluntarily resign will be the first to be reduced in force.
- 9-3** Probationary bus drivers will be reduced before regular bus drivers.
- 9-4** Additional reductions in force will be based upon a bus driver's "seniority" with the Douglas County School District. The bus driver with the least contracted bus driving experience with the District will be laid off first.
- 9-5** Contracted bus driving experience with the District shall mean: a contracted bus driver's continuous service with the District, measured in calendar days from the first day the contracted bus driver actually worked for the District as a regular driver following his/her probationary period.
- 9-6** In the event two (2) or more bus drivers have the same amount of contracted bus driving experience in the District as defined in 9-5 above, the Transportation Supervisor will determine the individual to be reduced using the drivers' evaluation reports and driving records. Evaluation reports and driving records being equal, the bus drivers shall draw lots.
- 9-7** Should a contracted bus driving vacancy occur following a reduction in force, laid off contracted bus drivers shall be recalled in the reverse order of layoff.

- 9-8** The District will forward notice of recall by certified mail to the last known address of the bus driver reflected on District records. The bus driver must, within three (3) workdays of delivery or attempted delivery of the notice of recall, notify the District of his/her intent to return to work on the date specified for recall and, thereafter, return to work on such date.
- 9-9** A bus driver's contracted experience with the District shall be terminated and his/her rights to recall forfeited for the following reasons: Discharge, quit, retirement, or resignation; Failure to give notice of intent to return to work after recall within the time period specified in 9-8 of this Reduction in Force Article, or failure to return to work on the date specified for recall, as set forth in the written notice of recall; Failure to return to work upon expiration of a leave of absence; Layoff for a period of twelve (12) months.
- 9-10** A reduction in the number of hours in a day or days in a contract year for which a bus driver is contracted to work shall not constitute a lay-off. However, at the earliest possible time and before initiating a reduction in force, the District will meet and provide the Organization with the rationale and opportunity for input for such action. The Superintendent will retain the final authority.

ARTICLE X - COMPENSATION

10-1 Probationary Bus Drivers

All new contracted Bus Drivers or contracted Bus Drivers being reemployed in the District after a break in service will serve a probationary period of 90 work/driving days of contracted service. None of the benefits (such as sick leave, personal day, paid health and accident insurance, etc.) will be available or accruable to a probationary Bus Driver. Probationary Bus Drivers who miss more than five (5) days will be terminated. Following completion of one's 90-day probationary period, the District will decide, based upon the probationary Bus Driver's performance whether to continue his/her employment as a regular Bus Driver, continue his/her probation, or terminate his/her employment.

10-2

Regular Bus Driver: If a probationary bus driver's employment is continued, he/she will be designated as a regular bus driver, and become eligible for all the benefits available through this Agreement.

Each salary step is based on service in the district, up to five (5) years' experience outside the district may be allowed for placement on the salary schedule. Any experience outside the district must be school bus driving experience or in a comparable job (driving positions in which a CDL is required).

School bus driving experience:

One (1) year school bus driving experience = one (1) additional step advancement

Two (2) year school bus driving experience = two (2) additional step advancement
Three (3) year school bus driving experience = three (3) additional step advancement
Four (4) year school bus driving experience = four (4) additional step advancement
Five (5) year school bus driving experience = five (5) additional step advancement

Comparable CDL driving experience:

Two (2) year comparable CDL driving experience = one (1) additional step advancement
Four (4) year's comparable CDL driving experience = two (2) additional step advancement
Six (6) year comparable CDL driving experience = three (3) additional step advancement

It is the employee's responsibility to substantiate this experience to the satisfaction of Human Resources, which has the final authority in making this determination.

Should a bus driver complete his/her probationary period prior to April 1, he/she will be eligible to be placed on the next step for his/her next contracted year. A bus driver who completes their probationary period after April 1 will remain on the same step through his/her next contracted year.

10-3

Experience Increment Eligibility (Steps 2 through 15): In order to be eligible for a step increment advancement after Step 2, a regular bus driver must have satisfactorily served at least 140 days of the number of days for which his/her particular contract is normally undertaken.

10-4 Longevity Service Increment

10-year Longevity: Contracted bus drivers having driven 9 years with DCSD will receive \$250 per year, beginning with their 10th contracted year.

15-year Longevity: Contracted bus drivers having driven 14 years with DCSD will receive \$500 per year beginning with their 15th contracted year.

20-year Longevity: Contracted bus drivers having driven 19 years with DCSD will receive \$750 per year beginning with their 20th contracted year.

25-year Longevity: Contracted bus drivers having driven 24 years with DCSD will receive \$1150 per year beginning with their 25th contracted year.

10-5 (Unchanged) A bus driver must have a satisfactory performance evaluation to advance on the salary schedule for the succeeding year. In the event a Bus driver does not have satisfactory performance evaluation, counseling or corrective training will be provided. No later than six (6) months after the unsatisfactory performance evaluation, another performance evaluation shall be conducted. If the performance evaluation is

satisfactory, the employee's salary schedule advancement will be reflected on the next pay period possible. The salary advancement will not be retroactive.

10-65 Annualized Pay

Annualized would be defined as a Contracted Bus Driver's hourly route pay and convert it to an annualized portion of the total yearly gross salary amount, paid over 24 pay periods.

(Work Year Days + Paid Holidays) x (Annualized Hours + ~~Route Maintenance Hours~~) x Hourly Rate of Pay = Annualized portion of the Yearly Gross Salary to be divided into 24 pay periods.

Contracted "route hours" + "~~route maintenance hours~~" will be separated into ~~three~~ three (3) four (4) route hours per day categories: 5 hours, 6 hours, ~~and 7~~ and 8 hours. The category under which each bus driver is paid for the annualized pay will be determined by the "route hours" + "~~route maintenance hours~~", per 1-15 and ~~1-16~~ of the negotiated agreement, submitted by the transportation office during the three required audits per 10-6 of the negotiated agreement.

Any driver whose "route hours" + "~~route maintenance hours~~" ~~fall at are under~~ 6 hours ~~or under~~ will be annualized at the 5 hours per day category. Drivers whose "route hours" + "~~route maintenance hours~~" ~~fall at or between 6.1 hours and 6 hours or more but under~~ 7.0 hours will be annualized at the 6 hours per day. Drivers whose "route hours" + "~~route maintenance hours~~" ~~fall at or above 7.1~~ are 7 hours ~~or more but under 8~~ will be annualized at 7.0 hours per day. Drivers whose "route hours" are 8 hours or higher will be annualized at 8.0 hours per day. These contract hours shall remain in effect for the employees throughout the year, unless the audit submitted presents a driver whose "route hours" + "~~route maintenance hours~~" has moved them into a different annualized category due to a difference of .5 hours or more. At such time, the employee's annualized pay shall be updated and revised accordingly.

All other hours (Field Trip Hours, hours added for late school starts, other District required additions to hours, hours added by forces of nature, and overtime) would be paid in addition to and distributed as payroll on each payroll check where earned.

It would be necessary to audit each route for actual route hours worked on route a minimum of three a year, once at the start of the work year, once within the first 12 weeks of the work year, and once within the last 6 weeks of the work year.

The district will provide a letter of intent to all contracted bus drivers ~~prior during to~~ the first 30 workdays day of the start of the school year. This letter will include; contracted route #, number of work days, (including mandatory meetings and training days), current rate of pay, current step, number of paid holidays, actual route hours from start of work year audit, annualized hours from start of work year audit, and total gross pay per pay period based on actual route hours from start of work year audit, total annualized pay per pay period based on annualized hours from start of work year audit. Time off requests, holidays, school closure days and any

other days deemed “regular pay” days will be paid as actual route hours as defined in 1-15. All routes are subject to change throughout the school year dependent on district needs.

PERS would be deducted in accordance to NRS 286.410(3)

10-7 Compensation

The District will fund any increases to PERS at the statutorily required rate for all employees. The District will pay longevity and step increases for the ~~2023-2024~~2025-2026, and ~~2024-2025~~2026-2027 school years. The District and the Chapter #6, Bus Drivers agree to the following additional provision related to compensation:

The salary schedule for FY 26, 2025-2026 reflects the PERS rate increase from 17.5 to 19.2. This increase reflects the difference between the “E” and “EE” columns.

The District shall develop a “formula” to start figuring COLA based on ending fund balance % to go towards COLA per each bargaining units% of Full Time Equivalent (FTE) of total district FTE. This formula will be used for the 2027-29 negotiation cycle:

<u>Step</u>	<u>Action</u>	<u>Formula</u>
<u>1</u>	<u>Available Surplus</u>	<u>(Total Ending Fund Balance)–(Total Budget×0.05)</u>
<u>2</u>	<u>Raise Pool %</u>	<u>Available Surplus/Cost of a 1% Raise</u>
<u>3A</u>	<u>Distribute as Percentage</u>	<u>Current Salary × Raise Pool %</u>
<u>3B</u>	<u>Distribute as Flat-Dollar</u>	<u>Available Surplus/ Number of Employees</u>

For the 2025-26 biennium, the District will receive funding through Senate Bill 500 of the 2025 Legislative session. Any awarded funds will be applied to salary and benefits, as permitted by law. Any increase in salary and benefits will only be for the term of the 2025-27 biennium and will sunset effective July 1, 2027, unless extended by the Nevada Legislature. If the Nevada Legislature increases this funding for the 2027-29 biennium the District will apply the full funding to salary and benefits as prescribed by law.

Exhibit A

DOUGLAS COUNTY SCHOOL DISTRICT
CHAPTER #6, BUS DRIVERS ASSOCIATION SALARY SCHEDULE
2025-2026

Reflects 3.25% PERS Increase Paid by DCSD

Employee Status	Step	EE (Employee-Employer Paid PERS)	E (Employer Paid PERS)
Regular	<u>1</u>	<u>\$24.06</u>	<u>\$20.23</u>
	<u>2</u>	<u>\$24.53</u>	<u>\$20.63</u>
	<u>3</u>	<u>\$25.03</u>	<u>\$21.05</u>
	<u>4</u>	<u>\$25.52</u>	<u>\$21.47</u>
	<u>5</u>	<u>\$26.04</u>	<u>\$21.90</u>
	<u>6</u>	<u>\$26.56</u>	<u>\$22.33</u>
	<u>7</u>	<u>\$27.09</u>	<u>\$22.78</u>
	<u>8</u>	<u>\$27.63</u>	<u>\$23.24</u>
	<u>9</u>	<u>\$28.19</u>	<u>\$23.70</u>
	<u>10</u>	<u>\$28.74</u>	<u>\$24.17</u>
	<u>11</u>	<u>\$29.32</u>	<u>\$24.66</u>
	<u>12</u>	<u>\$29.91</u>	<u>\$25.15</u>
	<u>13</u>	<u>\$30.50</u>	<u>\$25.65</u>
	<u>14</u>	<u>\$31.12</u>	<u>\$26.17</u>
	<u>15</u>	<u>\$31.74</u>	<u>\$26.69</u>

Longevity		
<u>10- Years</u>	Contracted bus drivers having driven 9 years with DCSD will receive \$250 per year, beginning with their 10 th contracted year.	
<u>15 Years</u>	Contracted bus drivers having driven 14 years with DCSD will receive \$500 per year beginning with their 15 th contracted year.	
<u>20 Years</u>	Contracted bus drivers having driven 19 years with DCSD will receive \$750 per year beginning with their 20 th contracted year.	
<u>25 Years</u>	Contracted bus drivers having driven 24 years with DCSD will receive \$1150 per year beginning with their 25 th contracted year.	

Exhibit B

DOUGLAS COUNTY SCHOOL DISTRICT
CHAPTER #6, BUS DRIVERS ASSOCIATION SALARY SCHEDULE
2026-2027

Employee Status	Step	EE (Employee-Employer Paid PERS)	E (Employer Paid PERS)
Regular	<u>1</u>	<u>\$24.06</u>	<u>\$20.23</u>
	<u>2</u>	<u>\$24.53</u>	<u>\$20.63</u>
	<u>3</u>	<u>\$25.03</u>	<u>\$21.05</u>
	<u>4</u>	<u>\$25.52</u>	<u>\$21.47</u>
	<u>5</u>	<u>\$26.04</u>	<u>\$21.90</u>
	<u>6</u>	<u>\$26.56</u>	<u>\$22.33</u>
	<u>7</u>	<u>\$27.09</u>	<u>\$22.78</u>
	<u>8</u>	<u>\$27.63</u>	<u>\$23.24</u>
	<u>9</u>	<u>\$28.19</u>	<u>\$23.70</u>
	<u>10</u>	<u>\$28.74</u>	<u>\$24.17</u>
	<u>11</u>	<u>\$29.32</u>	<u>\$24.66</u>
	<u>12</u>	<u>\$29.91</u>	<u>\$25.15</u>
	<u>13</u>	<u>\$30.50</u>	<u>\$25.65</u>
	<u>14</u>	<u>\$31.12</u>	<u>\$26.17</u>
	<u>15</u>	<u>\$31.74</u>	<u>\$26.69</u>

Longevity		
<u>10- Years</u>		Contracted bus drivers having driven <u>9 years</u> with DCSD will receive <u>\$250 per year</u> , beginning with their <u>10th</u> contracted year.
<u>15 Years</u>		Contracted bus drivers having driven <u>14 years</u> with DCSD will receive <u>\$500 per year</u> beginning with their <u>15th</u> contracted year.
<u>20 Years</u>		Contracted bus drivers having driven <u>19 years</u> with DCSD will receive <u>\$750 per year</u> beginning with their <u>20th</u> contracted year.
<u>25 Years</u>		Contracted bus drivers having driven <u>24 years</u> with DCSD will receive <u>\$1150 per year</u> beginning with their <u>25th</u> contracted year.

Exhibit A
DOUGLAS COUNTY SCHOOL DISTRICT
CHAPTER #6, BUS DRIVERS ASSOCIATION SALARY SCHEDULE
2023-24

Reflects an 11% Salary Increase with 2% Restructure to Steps

Employee Status	Step	EE (Employee-Employer Paid-PERS)	E (Employer-Paid-PERS)
Regular	1	\$22.85	\$19.45
	2	\$23.31	\$19.84
	3	\$23.78	\$20.24
	4	\$24.25	\$20.64
	5	\$24.74	\$21.05
	6	\$25.23	\$21.47
	7	\$25.74	\$21.90
	8	\$26.25	\$22.34
	9	\$26.78	\$22.79
	10	\$27.31	\$23.24
	11	\$27.86	\$23.71
	12	\$28.42	\$24.18
	13	\$28.98	\$24.67
	14	\$29.56	\$25.16
	15	\$30.16	\$25.66

Longevity	
10-Years	Contracted bus drivers having driven 9 years with DCSD will receive \$250 per year, beginning with their 10 th contracted year.
15-Years	Contracted bus drivers having driven 14 years with DCSD will receive \$500 per year beginning with their 15 th contracted year.
20-Years	Contracted bus drivers having driven 19 years with DCSD will receive \$750 per year beginning with their 20 th contracted year.
25-Years	Contracted bus drivers having driven 24 years with DCSD will receive \$1150 per year beginning with their 25 th contracted year.

¹ Probationary period is 90 work/driving days of contracted service.

² Per Article 13-6: Bus Drivers who are selected and certified as trainers and evaluators of other bus drivers will be paid five dollars (\$5.00) an hour more than their regular rate of pay when they are providing actual training or conducting driver evaluations. At all other times, driver trainers will be paid their regular rate of pay.

* The Salary schedule (Exhibit A) for the 2023-2024 will take effect upon board approval and paid retroactively to August 1, 2023, to all bargaining unit employees employed as of the date of approval by the board of trustees.

Exhibit B
DOUGLAS COUNTY SCHOOL DISTRICT
CHAPTER #6, BUS DRIVERS ASSOCIATION SALARY SCHEDULE
2024-2025

Reflects a 4% Salary Increase

Employee Status	Step	EE (Employee-Employer Paid-PERS)	E (Employer-Paid-PERS)
Regular	1	\$23.77	\$20.23
	2	\$24.24	\$20.63
	3	\$24.73	\$21.05
	4	\$25.22	\$21.47
	5	\$25.73	\$21.90
	6	\$26.24	\$22.33
	7	\$26.77	\$22.78
	8	\$27.30	\$23.24
	9	\$27.85	\$23.70
	10	\$28.40	\$24.17
	11	\$28.97	\$24.66
	12	\$29.55	\$25.15
	13	\$30.14	\$25.65
	14	\$30.75	\$26.17
	15	\$31.36	\$26.69

Longevity	
10-Years	Contracted bus drivers having driven 9 years with DCSD will receive \$250 per year, beginning with their 10 th contracted year.
15-Years	Contracted bus drivers having driven 14 years with DCSD will receive \$500 per year beginning with their 15 th contracted year.
20-Years	Contracted bus drivers having driven 19 years with DCSD will receive \$750 per year beginning with their 20 th contracted year.
25-Years	Contracted bus drivers having driven 24 years with DCSD will receive \$1150 per year beginning with their 25 th contracted year.

Per Article 13-6: Bus Drivers who are selected and certified as trainers and evaluators of other bus drivers will be paid five dollars (\$5.00) an hour more than their regular rate of pay when they are providing actual training or conducting driver evaluations. At all other times, driver trainers will be paid their regular rate of pay.

ARTICLE XI – WORK PERIODS

HOURS AND DAYS OF WORK

11-1 The sole purpose of this Article is to provide a basis for the computation of the number of hours and number of days for which a bus driver will be contracted to work. Nothing contained in this Agreement, however, shall be construed as a guarantee or commitment by the District to any bus driver of a minimum or maximum number of hours of work per day, per week, or per year

11-2 A contracted bus driver's daily hours worked will vary. Generally, bus runs required from one and one-half (1 1/2) to three (3) hours to complete. A bus driver contracted for an A.M. and a P.M. bus run will probably work about five (5) or more hours daily. Regardless of hours worked, all contracted bus drivers will retain all benefits included in this agreement, accrued on the number of daily hours worked even though hours may drop below the required five hours after September 30th of each year.

Conversely, after the Average Daily Hours have been established for each route on September 30th of each school year by the Transportation Supervisor, any new runs, which start under five hours, will not qualify for benefits for the remainder of that contract year.

11-3 The exact number of days for which a bus driver will be contracted in a school year will be predicated by the requirements of a particular run, or the needs of the District, between 176 – 179 student attendance days per year for most assigned runs.

11-4 Training

The mandatory required Bus Driver training for each school year is to be scheduled into the Contracted Bus Drivers schedule prior to the start of each school year by the Transportation Supervisor. Any additional training must be approved by the Director of Human Resources and Superintendent and be scheduled a minimum of 30 days prior to the training date.

It is recommended that trainings be scheduled on non-driving days (e.g. TPD or PLC days)

ARTICLE XII - OVERTIME

12-1 Overtime is defined as assigned work beyond forty (40) hours in a workweek.

12-2 A workweek is any seven (7) consecutive day period commencing on Monday and ending on Sunday midnight.

- 12-3** Assigned overtime shall be compensated at a rate of 1.5 hours for each hour worked.
- 12-4** All overtime must be authorized in advance by the Director of Transportation, except in the case of unforeseen circumstances whereby the Director of Transportation must be contacted as soon as possible to verify the situation

ARTICLE XIII – COMPENSATORY ADDENDUM

13-1 Meals/Lodging

Bus drivers assigned to drive out-of-District activity and athletic trips will be entitled to meal and lodging reimbursement (within the maximums set on the District's Expense Reimbursement Voucher) provided the following conditions occur:

- 13-1-A** Meal reimbursement will be issued only when a driver has a break in service. If there is no break in service, drivers will not be eligible for meal reimbursement. A driver who is unable to take a meal break and has no break in service, will be compensated for time in service. Moreover, if a driver takes a meal break and purchases a meal, she/he will be compensated for that meal, but will not be compensated for the .5 hour of break in service.
- 13-1-B** To claim lodging expenses for overnight trips, a driver must submit a receipt for lodging subject to District-set allowances.
- 13-1-C** If drivers choose not to eat certain meals or if meals are paid for by some other source, no District reimbursement will be paid.
- 13-1-D** If required to stay overnight, drivers will not be asked to share rooms.
- 13-1-E** A false claim for reimbursement will be treated as dishonesty, grounds for immediate termination.

13-2 Call Out

13-2-A – Unscheduled

Any time a contracted bus driver chooses to accept an unscheduled assignment to ~~drivework~~, he/she will receive his/her regular rate of pay for the actual time worked for that unscheduled assignment.

13-2-B - Interrupted

Any time a contracted bus driver reports for a scheduled run which subsequently is canceled and for which he/she could not have known of the cancellation, he/she will be credited with having worked a minimum of two (2) hours for that interrupted run.

13-3 Commercial Driver's License Department of Motor Vehicles Physical Exam

The District will cover the cost of one (1) Commercial Driver's License (CDL) Department of Motor Vehicles (DMV) exam every two years for each contracted bus driver. The required exam includes both the commercial driver fitness exam and the CDL certification.

A District designated occupational medicine physician will perform the exam. If the physician limits the CDL certification to less than two (2) years, and if no lapse in employment occurs, the District will pay for the recertification expense. The bill for said exam will be sent directly to the District for payment. The District will not pay for an exam that is not administered by the District's designated physician. In the event a bus driver chooses not to have the CDL DMV exam performed by the District's designated physician, the bus driver will be responsible for the entire cost of the exam. Under no circumstances shall the cost for said exam be paid by the District health insurance policy.

13-4 Required Attendance

Any time the District requires a bus driver's attendance at a function such as a meeting, training, and/or moving buses after breaks the driver will be paid his/her regular rate of pay for the time in attendance. For purposes of mandatory drug screening the bus driver will be compensated for their entire scheduled run.

13-5 Standby Pay

If a driver delivers his/her passengers to an event or activity and is required to wait, or "stand by," until the activity concludes, he/she will be paid at 100% of his/her regular rate of pay during the time he/she is standing by. If a driver is required to stand by overnight, eight (8) hours of sleeping time will be deducted from the total time recorded as standby time.

13-6 Trainers

Only bus Drivers who are selected and certified as a **Third-Party Certifier** or trainers of other bus drivers will be paid ~~five-dollars (\$5.00) an hour~~ 5% more than their regular rate of pay when they are providing actual training, conducting driver **assessments, or other duties as assigned**. At all other times, driver trainers and **Third-Party Certifiers** will be paid their regular rate of pay.

13-7 Same Position

A contracted bus driver who is injured on the job will be returned to his/her same position and route if he/she is medically certified to return to full-time, unrestricted service within six months of such injury.

If a contracted bus driver is not medically certified to return to full-time, unrestricted service within six months of a job-related injury, he/she will be entitled to the next available route following his/her unrestricted medical release up to one year after such injury.

If a bus driver is not able to return to work after a job-related injury within one year of such injury, his/her entitlement to any bus route is void.

13-8 Field Trips

A. _____ The procedure for assigning field trips is vested with the District. Though due consideration will be given to driving experience with the District in the assigning of field trips, the needs of the District will be paramount.

B. See Addendum A for all other field trip procedures.

13-9 Paid Holidays

The following days shall be observed as legal paid holidays:

- Labor Day (first Monday in September)
- Nevada Day (October 31)
- Veteran's Day (November 11)
- Thanksgiving Day (fourth Thursday in November)
- Day after Thanksgiving (fourth Friday in November)
- Christmas Day (December 25)
- New Year's Day (January 1)
- Martin Luther King Day (third Monday in January)
- Presidents' Day (third Monday in February)
- The first Monday of Spring Break
- Memorial Day (last Monday in May)
- Juneteenth
- 4th of July

13-9-A For any new holiday(s), as declared by the Governor, Legislature, or President of the United States, contract will be reopened to discuss this matter.

▪ 13-9-B Being paid for Juneteenth and 4th of July shall be contingent upon the employee being in a paid status (not to include approved paid time off for personal, medical, or mandated court appearances) for the entire work day before the holiday, and the entire workday after the holiday.

13-10 Route Assignments

Route assignments will be done through a route bid process as follows:

- a) Open routes will be posted in a timely manner.
- b) The route posting shall be posted a minimum of 5 work days
- c) The actual route bid must be done on a work day
- d) The route as posted will be that route's contracted bus route per 19-1 of this agreement
- e) The transportation bus driver seniority list will be used to assign the route being bid
- f) A bus driver can choose not to take the assignment and the next driver on the transportation bus driver seniority list gets the assignment if they choose.
- g) Once a current contracted bus driver accepts the assignment that contracted bus driver's old route shall be bid immediately utilizing only the bus drivers that signed the original open route bid posted. Section b,c,d will be followed in a "bid, bid, bid" format until no current contracted bus driver accepts the last remaining route in the process.
- h) When a current route is left unaccepted by a current contracted bus driver on the initial open route bid, the transportation director can /will assign a non-contracted substitute driver to the open route left by the "bid, bid, bid" process.
- i) If a new route is being developed this route assignment (13-10) will be utilized for the new route.
- j) All routes deemed Inclusive Education routes and/or which have at least 50% of the AM and PM runs will be clocked in as an Inclusive Education driver.
- k) Any/all mid-runs needed but not assigned to dedicated Inclusive Education routes as stated in 13-10 (h) will be bid annually according to 13-10 (a-g).

~~k)~~

13-11 Salary Differentials

13-11-A Early Notice of Retirement Bonus

Any bus driver, eligible for retirement, who notifies the District, in writing, of their intention to retire at the end of the current school year will receive a payment of \$400, which will be paid on June 30th of each school year. The \$400 payments will be available on a first come, first served basis until the designated maximum allocation of up to \$2,000 has been exhausted. These employees would be required to sign a form designated by the District, submit a resignation letter effective at the end of the contract, and agree that their resignation would be irrevocable. The District will annually establish the deadline by which the early notification must be submitted. The \$400 Early Notification of Retirement payment will be PERS eligible.

13-11-B Special Duty Assignments

Special duty assignments will be paid a 5% increase over their regular rate of pay. Examples of special duty assignments include training duties, combining routes, or covering non-contracted routes.

13-11-C ZCES and GWHS Routes

Drivers with assigned routes at ZCES and GWHS will be paid a 5% increase over their regular rate of pay.

ARTICLE XIV – PRIVATE VEHICLE TRAVEL FOR SCHOOL BUSINESS

- 14-1** District-owned vehicles shall be used whenever they are available.
- 14-2** In the event a contracted bus driver is directed by the Transportation Supervisor to use one's private vehicle for school business, that individual will be reimbursed at the rate adapted by the State and applied to all District employees for any mileage involved in conducting that school business.
- 14-3** If a private vehicle is used in lieu of an available District-owned vehicle, no reimbursement will be allowed.

ARTICLE XV – INSURANCE

15-1

The District agrees to offer group health, dental, optical, and life and accidental death and dismemberment (AD&D) insurances to all eligible contracted bus drivers whose daily bus runs average five or more hours per day, or if the combination of daily runs and field trips are an average of 25 hours per week in order to continue to be eligible for the second semester.

15-2

The District shall pay ~~\$825~~ \$950 from January 1, 2024 through July 31, 2025 for the individual group health, accident, dental and optical insurance for all contracted bus drivers covered by this agreement commencing with the first day of the month following a satisfactory 90-day probationary period for contracted probationary bus drivers and commencing with the first day of the new contract year for continuing contracted bus drivers. The School Board, in its discretion, may implement no more than one premium holiday per calendar year provided that there is a fiscally prudent reserve of the previous six (6) month of claims maintained in the Self-Insurance Fund.

No later than November of each year the Advisory Insurance committee ~~created under Article 15-4~~ shall review and consider projected costs of the Plan, projected revenues for the Self-Insurance Fund and the Insurance Fund Balance to make a recommendation to the School Board. In the event the Advisory Insurance Committee does not make a recommendation, the School Board reserves its right to make changes to the Plan. Chapter #6 Bus Drivers shall have one representative on the Health Advisory Committee, to be appointed by the President of the Association.

15-3

Dependents of bus drivers eligible for insurance benefits under the Agreement will be allowed to participate in this insurance program but shall bear the full premium cost for the coverage afforded under this insurance program. Group term life insurance will not be offered to dependents.

ARTICLE XVI – LEAVES

16-1 Sick Leave

16-1-A A contracted school bus driver, who has successfully completed his/her probationary period, will be credited with sick leave time at the rate of one and one quarter (1-1/4) days for each month worked: provided that bus drivers contracted to work 176-182 days will be credited with earning sick leave over a and be credited with 12.5 sick leave days per year. However, one full day of sick leave will be deducted regardless of the number of hours a bus driver is scheduled to work on any particular day of his/her 176-182 day-contract should he/she have a need to use sick leave for all the hours on such day.

16-1-B Unused sick leave may be accumulated from one year to the next up to a total of 180 days.

Days accumulated beyond one hundred eighty (180) days will be kept in the employee's record as catastrophic sick leave.

Employees may activate catastrophic sick leave after exhausting all regular sick leave days used for long term debilitating illness/injury or disability.

Long term debilitating illness/injury or disability is defined as:

- a) Is threatening in nature to the physical/mental well-being of the employee, AND
- b) Causes the employee to be unable to fulfill his/her job responsibilities, AND
- c) Requires sick leave absence for recovery in excess of fifteen (15) days as directed by a health care professional.

Excess days shall be determined on July 31st of each calendar year.

Employees may convert their sick leave to personal leave at a rate of five (5) sick leave days to one (1) personal leave day, not to exceed one (1) personal day per school year. The personal day is not subject to compensation if unused.

16-1-C Sick leave may be taken in quarter, half, or full day increments. All the sick leave, which a bus driver has accumulated, may be used for his/her own illness or disability or medical/dental appointments, which cannot be scheduled outside the bus driver's assigned workday.

Any contracted Bus driver who takes sick leave must contact their immediate supervisor or acting supervisor when possible before the sick time is taken. Any bus driver who takes three (3) or more consecutive days without initially contacting his/her immediate supervisor or acting supervisor prior to taking the leave will be considered to have abandoned his/her position and will be subject to Article 16-17-A unless:

the reason for the absence is verified by a physician to have incapacitated the bus driver to the point notification was not possible.

or, the bus driver worked out a scheduled return date with his/her immediate supervisor or acting supervisor.

or, the bus driver had a bona fide, variable emergency or medical issue, which prevented the employee from calling prior to within the first three (3) days of absence.

16-1-D Sick leave may also be taken for the following reasons that affect the employee's ability to devote full attention to his/her job:

16-1-D-1 up to fifteen days in one year for unavoidable absence caused by a serious accident or critical illness of the employee's spouse, parent, sibling, grandparent, child, grandchild, and those similarly related by marriage; and

16-1-D-2 will be granted a leave of absence of not more than three (3) consecutive days for each occurrence to be deducted from sick leave in the event of bereavement. An additional 5 days may be deducted from sick leave for immediate family for each occurrence at the discretion of the Superintendent. At the discretion of the District, verification may be required to confirm the need for the bereavement leave.

16-1-D-3 In the case of critical illness to a bus driver's parent, sibling, child, or spouse, all other leave as provided in this Agreement having been exhausted, the Director of Human Resources may grant five (5) additional unpaid leave days upon written request from the bus driver so affected.

16-1-E The District may require a physician's certificate or other documentation and may make any appropriate inquiry to verify an employee's claim for sick leave. Improper use of sick leave benefits will be considered abusive and is subject to severe disciplinary actions.

16-1-F Sick Leave Bank

16-1-F-1 The purpose of the Sick Leave Bank is to provide assistance to contracted bus drivers who are unable to perform the duties of their position due to long term, catastrophic illness or disabilities and who have exhausted their sick leave accumulation. Sick Leave Bank assistance is not to be used for normal pregnancy related conditions or disabilities. Sick Leave Bank assistance ~~will not be granted for dependent or immediate family illness.~~ is not to be used for elective surgery, family illness, or maternity leave.

16-1-F-2 In order to be eligible, bus drivers who were contracted and who completed their probationary period in the previous year in the District and who are interested in participating in the Sick Leave Bank shall complete and submit a sick leave Bank Participation/Authorization form to the Executive Board of the Chapter 6, Bus Drivers Association (Association) with copies forwarded to Human Resources and Business Services.

1. Sick Leave Bank Participation/Authorization forms will only be accepted during the open enrollment period of September 1 through September 30.
2. Sick Leave Bank Participation/Authorization forms will be made available from the Association representative.
3. Although the District will not be involved in decisions regarding the Sick Leave Bank's operation, the Association agrees to keep written minutes of the Chapter 6, Bus Drivers Association, Executive Board's deliberations, such minutes to be sent to the Superintendent following each of those deliberations and/or meetings.

16-1-F-3 Bus Drivers participating shall donate and have deducted from their own sick leave account two (2) days from the first time the contracted bus driver is eligible for and chooses to participate in the Sick Leave Bank and (1) day in any year thereafter for the operation of the Sick Leave Bank.

16-1-F-4 Whenever the total number of days in the sick leave bank is less than 50, the Association will inform the bank membership that a special assessment of one additional sick leave day per member will be made to reimburse the bank. Such assessment, if needed, to be assessed but once in a year.

16-1-F-5 Bus Drivers participating in the Sick Leave Bank shall continue their participation from year to year unless they notify the Chapter 6, Bus Drivers Association, Executive Board in writing of their intent to withdraw.

1. A bus driver who withdraws from the Sick Leave Bank will not be reimbursed for the sick leave days already contributed.

16-1-F-6 Days not used during the school year will carry over to the next year.

16-1-F-7 Only Bus Drivers who have contributed to the Sick Leave Bank will be eligible to receive assistance from the Sick Leave Bank. Bus Drivers must exhaust all accumulated sick leave before they can become eligible to receive assistance from the bank. Only current sick leave bank members are eligible for this benefit.

16-1-F-8 Bus drivers who wish to apply for assistance from the Sick Leave Bank shall complete and submit a Sick Leave Bank Assistance Application to the Chapter 6, Bus Drivers Association Executive Board. Sick Leave Bank Assistance Applications will be available upon request from the Association representative.

1. The Bus Drivers Association Sick Leave Bank Board shall be Executive Board of the Chapter 6, Bus Drivers Association.
2. The Chapter 6, Bus Drivers Association Executive Board shall review the bus driver's application, sick leave account, and usage. The Executive Board has the right to accept or reject requests.
3. The Chapter 6, Bus Drivers Association Executive Board shall forward its decision to the District Human Resources and Business Services Offices. The decision of the Chapter 6, Bus Drivers Association Executive Board is final and is only subject to review through the internal structure of the Chapter 6, Bus Drivers Association.
4. An eligible bus driver approved for assistance from the Sick Leave Bank may be granted a maximum number of 30 days sick leave per year.

16-1-F-9 The term 'year' for purposes of this procedure shall be defined as the school year July 1-June 30.

16-1-F-10 The Chapter 6, Bus Drivers Association and its members shall hold the District harmless against any and all claims, demands, grievances, or other liability that

arise out of or by reasons of actions taken by the Association in administering the Sick Leave Bank.

16-2 Personal Leave

Following completion of their probationary period, all bus drivers will be granted two (2) days of paid personal leave during their contract year. Bus drivers may accumulate up to a maximum of four (4) days of personal leave per year. Personal days may be used individually or together subject to the restrictions of this article.

Personal leave cannot be taken during the first five (5) days nor the last five (5) days of the school year for students, or on required meeting and training days, and only ~~one (1) day~~ two (2) days will be granted on a day preceding or following any scheduled holiday, holiday weekend, or ~~vacation recess~~ holiday break. Exceptions to this restriction of personal leave use may be appealed to the Director of Human Resources in cases of bona fide emergency. Request to use personal leave, except in the case of emergency, must be submitted to the bus driver's immediate supervisor at least three (3) days in advance of such leave. Bus Drivers will be compensated at the end of the school year at their normal hourly pay rate for each unused standard personal day in excess of ~~two (2)~~ ten (10) days available for accumulation. No more than five (5) standard personal days can be taken per school year.

16-2-A Sick Leave Non-Use Incentive

Bus Drivers who use no more than three (3) days of sick leave during their contract year will be awarded an additional personal day, subject to the restrictions of 16-2, for the following contract year. This additional day must be used during that following contract year. There will be no accrual for paid personal days granted under this Article.

The purpose of this Article is to reduce the use of sick leave by Bus Drivers.

16-3 Pay For Unused Sick Leave

16-3-A Upon retiring, the District will contribute \$30.00 per day for each day of unused sick leave, up to a maximum accumulation of 180 days, for any Bus driver who meets the following criteria:

1. has completed five (5) years of continuous service with the Douglas County School District;
2. has verified through the Public Employees' Retirement System of Nevada or the United States Social Security Administration the date that retirement benefits will begin.

16-3- B Upon resignation, the District will contribute \$30.00 per day for each day of unused sick leave, up to a maximum accumulation of 180 days, for any Bus driver who meets the following criteria:

1. has completed ten (10) years of continuous service with the Douglas County School District;
2. has a minimum of fifty (50) days accrued sick leave upon separation;

To qualify for payment of unused sick leave under Article 16-3-B, the Bus Driver must give notification of intent to resign at least three weeks before the effective date of resignation.

16-3-C A Bus Driver's beneficiary shall, if he/she dies while employed by the School District, receive payment for any accumulated sick leave payable under Article 16-3-A and Article 16-3-B.

16-3-D The Contribution will be applied as follows:

1. \$30.00 per day for each day of accumulated sick leave in a lump sum payment.

16-4 Jury Leave

16-4-A A contracted bus driver who is required to report for jury duty shall be entitled to leave with pay for scheduled work hours lost as the result of such service.

16-4-B A contracted bus driver who reports for such service and is excused there from shall immediately contact the Transportation Supervisor and report for work, if requested.

16-4-C In order to be paid by the District for such leave, the bus driver must submit to the Chief Financial Officer written proof, executed by the administrator of the court, of having served, the duration of such service, and the amount of compensation received for such service.

16-4-D Any court compensation received by the bus driver as a result of being called for jury duty must be remitted to the District.

16-5 Uncompensated Leave

16-5-A – Medical

16-5-A-1 Any contracted bus driver who has successfully completed his/her probationary period, who is temporarily disabled and unable to work due to a medical

condition, and who has exhausted his/her accumulated sick leave, will, upon written request, be granted a leave of absence without pay for the period of his/her disability, provided such period shall not exceed six months.

16-5-A-2 The term medical condition as used in 16-5-A encompasses all temporary medical disabilities, excluding pregnancy related disabilities.

16-5-A-3 Health and accident insurance benefits ordinarily provided by the District and for which the bus driver is otherwise eligible, will be continued during the period of medical leave only if the bus driver elects to pay the full costs of such coverage. The cost of dependent coverage normally borne by the bus driver will also remain the sole responsibility of the bus driver. The bus driver should make arrangements with Business Services to pay for the costs of such coverage before the leave begins.

16-5-A-4 A bus driver who requires an unpaid medical leave of absence must notify Human Resources in writing of the need for such a leave as soon as the employee learns that he/she is, or will become, temporarily disabled and unable to work due to a medical condition. The notice must be accompanied with a form provided by the District with medical documentation from the attending physician that verifies the existence of the medical condition, the anticipated duration of the disability, and the dates the leave is expected to begin and end. The form must be signed by the attending physician.

In the event the medical condition or documentation is deemed not satisfactory by the District, the district may seek a second opinion as to the existence or severity of the medical condition or disability at the District's expense.

16-5-A-5 Before returning to work from a medical leave of absence, an employee must provide a physician's statement that indicates that he/she is fit to return to work and his/her ability to perform will not be limited in any way.

16-5-A-6 When determining whether an employee who is disabled within the meaning of the federal disability law is able to return to work, the physician should make an individualized assessment of whether the employee can, with or without reasonable accommodation, perform the essential functions required of a bus driver.

16-5-A-7 Although the District is unable to guarantee reinstatement to a bus driver's exact position at the end of his/her medical leave of absence, he/she will be returned to a comparable bus run. Such an employee will be credited with all service prior to the commencement of his/her disability but not for the period of his/her disability.

16-5-A-8 Requests for extensions of a medical leave of absence will be considered if they are received by Personnel Services in writing before the expiration of the approved leave. The request must be accompanied with a form provided by the District and medical documentation from the attending physician that verifies the continued existence of the medical condition for which the leave was requested per 16-5-A. Request for extension shall not cause the total period to exceed six (6) months. A Bus driver who fails to report for work immediately following the expiration of an approved leave is deemed not satisfactory by the District; the District may seek a second opinion as to the existence or severity of the medical condition or disability at the District's expense.

16-5-B - Long-Term Personal

16-5-B-1 The Board may grant an uncompensated leave of absence to any bus driver who has served a minimum of five (5) years of continuous service with the District.

16-5-B-2 The request must be made in writing and as much in advance of the requested leave as possible; it shall state the amount of time requested (not to exceed twelve [12] months) and the reason for the request. The Board will not consider a request that has not been approved by the Transportation Supervisor and the Superintendent.

16-5-B-3 Bus drivers who wish continuation of their group health benefits while on an unpaid personal leave of absence must make advance premium payments.

16-5-B-4 Upon return from an approved unpaid personal leave of absence, a bus driver will be returned to the same route he held prior to the commencement of his/her leave or to a route that is comparable.

16-5-B-5 If the purpose for which the leave was granted is subsequently violated by the bus driver, the leave will automatically be canceled and the bus driver's services terminated.

16-5-B-6 Any driver not able to return to his/her bus driving duties following expiration of a long-term leave forfeits any claim to District employment thereafter.

16-5-C - Incidental

Incidental unpaid leaves of absence limited in the aggregate to five (5) days per year may be granted given positive endorsement by the Transportation Supervisor and approval by the Director of Human Resources.

Additional unpaid leave may be requested in writing in case of bona fide emergency. Approval for this leave will be at the discretion of the Director of Human Resources, whose decision will be final and not subject to appeal.

16-6 Maternity Leaves

16-6-A - Pregnancy

The provisions of sick leave contained herein may be applied to any illness or disability attributed to pregnancy, termination of pregnancy, or recovery there from.

Use of sick leave for recovery from childbirth is limited to six (6) weeks for normal delivery and eight (8) weeks for cesarean delivery unless a verifiable medical condition exists to justify additional use of sick leave. Verification is subject to a second opinion at the District's expense.

Sick leave is not to be used for child rearing.

16-6-B - Child Rearing

16-6-B-1 A bus driver shall be granted a child-rearing leave without pay not to exceed six (6) calendar months upon written application to the Board of Trustees submitted at least six weeks prior to the commencement of the requested leave.

16-6-B-2 Such leave may be requested at any time during the pregnancy or within four (4) months after the birth of the child.

16-6-B-3 No benefits shall apply or accrue to bus drivers while on child-rearing leave, except that they shall be credited with one (1) year of service for salary advancement if they have worked at least 140 days of their contract at the time such leave commenced. Upon return, the bus driver shall be credited with any accumulated unused sick leave.

16-6-C - Adoption

16-6-C-1 An employee shall be granted an adoption leave without pay not to exceed six (6) calendar months upon written application to the Board of Trustees submitted at least six (6) weeks prior to the commencement of the requested leave provided the request is made within three months after the day of the adoption.

16-6-C-2 Upon return, the employee shall be paid at the salary step on the salary schedule immediately higher than the step applicable at the beginning of such leave, provided that the employee had worked at least 140 days of his/her contract at the time the leave commenced. Upon return, the bus driver shall be credited with the unused sick leave accumulated at the time the leave of absence commenced.

16-7 Unauthorized Leave

16-7-A Any absence without authorization shall be grounds for disciplinary action. Any unauthorized absence of three (3) consecutive workdays shall constitute an abandonment of position and will be treated by the District as a resignation.

16-7-B Prior to noticing the employee of his/her separation under this section, the District will send a certified letter to the employee's last address of record advising him/her of the District's intent to terminate him/her unless he/she contacts the District within three (3) work days from the date the letter was mailed.

In the event the employee does contact the appropriate District administrator within the three days, the District may still proceed with disciplinary action; however, the action may be reviewed through the grievance procedure set forth in this Agreement.

16-8 Association Leave

16-8-A Beginning each school year, the Association shall be credited with ten (10) days aggregate leave to be used for Association business. Such leave is not accumulative. Such leave may be used by the local Association president board members to attend meetings of the DCSD Board of Trustees, DCSD committee meetings and/or, but not limited to, any meeting a member has requested representation.

16-8-B Association leave shall be requested by the Association president not less than three (3) work days prior to the commencement of such leave.

16-8-C The Association will be billed for the average daily rate of pay of the individual released for Association leave.

16-8-D If a bus driver is elected, appointed or placed into the position of NCSEA State President, Vice President or Treasurer the district shall allow him/her 10 unpaid association leave days per year for NCSEA state association business at no cost to the Chapter #6 Bus Drivers Association.

16-8-E Negotiations meetings are exempt from 16-8-A. All Association negotiations team members will be able to use paid association leave as needed to attend negotiations meetings with the district.

ARTICLE XVII – GENERAL SAVINGS CLAUSE

17-1 It is not the intent of either party hereto to violate any laws of the State of Nevada or of the United States. The parties agree that in the event any provision of this Agreement is held by a court of competent jurisdiction to be in contravention of any such laws, they will enter into immediate negotiation thereon at a time and date agreeable to both parties. The remainder of the agreement shall remain in full force and effect.

17-2 During the negotiations resulting in this Agreement, the District and the Association each had the unlimited right and opportunity to make demands and proposals with respect to any subject matter not removed by law from the areas of mandatory bargaining. This Agreement, therefore, contains the entire understanding, undertaking, and agreement between the District and the Association and finally determines all matters of collective bargaining for its term. Changes to this Agreement, whether by addition, waiver, deletion, amendment, or modification, must be executed by both the District and the Association and reduced to writing.

17-3 This Agreement contains all benefits relating to bus drivers and no others are incorporated herein.

ARTICLE XVIII – TERM OF AGREEMENT

18-1 TERM OF AGREEMENT

This Agreement shall be effective, upon ratification by the Board of Trustees, from July 1, 20~~21~~²⁵ to July 31, 20~~25~~²⁷. This agreement will continue in full force and effect for an additional period of one (1) year unless either party gives written notice to the other in accordance with the provisions of ~~NRS 288.180 of a desire to change, amend, or modify the Agreement.~~
~~NRS 288.180 of a desire to change, amend, or modify the Agreement.~~

- 18-2** In the event a successor agreement is not executed before the termination date of this agreement as stipulated in 18-1 above, the District will continue to honor any benefits a contracted bus driver may have accrued prior to the termination date of the agreement without enhancing those benefits until such time a successor agreement is ratified by both parties.
- 18-3** Renewal of this Agreement, with or without amendments, may be negotiated during the term of this Agreement, in accordance with the provisions of Chapter 288, Nevada Revised Statutes.
- 18-4** This agreement is not binding upon either party until ratified by both parties.

ARTICLE XIX – SAFETY

- 19-1** The District will continue to provide safe, healthy working conditions for Bus Drivers in accordance with applicable Nevada Revised Statutes. Bus Drivers with possible exposure to blood/body fluid borne pathogens that cannot be practically addressed through our preventative measures, as determined by the Executive Director of Human Resources and the Chief Health Nurse, in accordance with the District's Exposure Control Plan as prescribed by OSHA, will be given the option of receiving Hepatitis A and/or Hepatitis B vaccines at no cost to the employee.

Upon discovery, Bus Drivers agree to report unsafe working conditions to their immediate supervisor as well as agree to comply with all applicable District safety regulations and procedures.

- 19-2** The District will include bus drivers in any communication that goes out to parents, students, and staff related to any safety issue pertaining to any sites those bus drivers serve.
- 19-3** Related to weapons detection systems, bus drivers will receive adequate training to include, but not limited to, what to expect at the drop zone, how to inspect the bus after dropping students, what to do if suspicious items are found post drop, what to do if a driver suspects a student passed item to another student from a different school on the bus and overall safety related issues related to weapons detection at bus drop zones.

IN WITNESS WHEREOF, the parties have hereunto set their hands this ~~3rd day of November 2023.~~

Douglas County School District

Chapter 6 Bus Drivers Association

~~Adam Dedmon~~ Jeannie Dwyer,
Executive Director of Human Resources
Association

~~Larry Lampkin~~ Jay Jackson
President, Chapter Six Bus Drivers

~~Susan Jansen~~ Yvonne Wagstaff, President DCSD Board of Trustees

~~David Burns~~ Katherine Dickerson, Clerk DCSD Board of Trustees

Addendum A - Field Trip Assignment Rules

Field trips are voluntary and shall be assigned in accordance with Article 1-21 "Seniority" of this Agreement. The needs of the District remain paramount in all assignments. The following procedures govern the assignment of all field trips.

1. Driver Eligibility and Qualifications To be eligible for field trip assignments, drivers must meet the following criteria:

- **Experience:**
 - New drivers must have 100 hours of satisfactory driving experience (experience outside of DCSD may be considered).
 - 100 driving hours are required for local trips (including Carson City and Reno).
 - 300 driving hours are required for overnight trips and trips outside of Carson City and Reno.
- **Training & Status:**
 - Must receive training on field trip procedures.
 - Must successfully complete a driving evaluation, including mountain driving.
 - A substitute driver must be active on the sub rotation and on-call list.
- **Route Responsibilities:**
 - A contracted driver's first responsibility is to their route.
 - Route sheets must be up to date with the office prior to the field trip.

- Loss of Eligibility: Drivers may lose their eligibility to take trips if they do not follow field trip policies and procedures.

2. Field Trip Sign-Up Process

- All field trips will be posted 5 working days (not to include Saturday, Sunday, breaks, or holidays) in advance to include a weekend in the Transportation Office.
- Drivers must print their name legibly on the sign-up sheet.
- Drivers may only sign up for one trip per day.
- Contracted drivers are limited to signing up for one trip per week that requires a substitute to cover any portion of their route.

3. Field Trip Assignment by Seniority

- Field trips are assigned by seniority, which is defined in Article 1-21 as the ranking of contracted drivers by their hire date.
- If taking a field trip would cause a driver to be in an overtime status, that driver will be skipped for that specific trip. The trip will then be assigned to the next available driver on the sign-up list, in order of seniority, who can take the trip without incurring overtime.
- If a driver is "bumped" by a senior driver, their name must be removed from the original trip before they can sign up for another trip.
- If a driver has an emergency and must give back an assigned trip, the office will assign the trip to the next person with the most seniority who signed up for that trip.

4. "One Trip per Year" Rule

- All drivers may select one trip per year (no overnight trips)
- The driver must inform the office *before* the trip is posted.

