



Trip Procedures

WORK IN PROGRESS

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Part I Trip Drivers

There are a couple of ways in which a driver can fill their hours outside of a regular A.M. and P.M. route. One is by doing Mid-Day and/or Late-Run work, and the other is by doing field and/or sport trips. Trip Drivers can work days, nights, weekends, and sometimes holidays. However, if a Trip Driver picks or accepts a trip, **THEY ARE EXPECTED TO COMPLETE THE TRIP**. It is a driver's choice to be on the Primary Trip List or on the Secondary Trip List; provided they meet the criteria for those lists. Being a Trip Driver is a privilege. Drivers that declare themselves as Trip Drivers agree to abide to all the Trip Procedures. Trip Drivers that don't meet the requirements of the Trip Procedures, risk being removed from the Primary and/or Secondary Trip Lists and/or other disciplinary action as determined by the Director of Transportation (See Part XIII Employee Responsibilities and Disciplinary Procedures). Trip Drivers provide a **SERVICE** to the students, faculty, staff, and others whom they transport either within or outside of the U-46 School District. This **SERVICE** should be the best possible with respect to available equipment, safety, proficiency, and responsibility. Trip Drivers (Primary, Secondary, MDX, and AT) are the **ONLY** Drivers who have access to this extra work, unlike Mid-Days and/or Late-Runs, which are open to everyone.

A. Declaring Yourself a Trip Driver

Initially, a driver can sign up as a Trip Driver during route pick days. Trip lists are created, and then posted during route pick days. After the school year has started, a driver wishing to become a Trip Driver (Primary or Secondary) must notify the Trip Advisor of their intent. The driver's notification of intent must be in writing, and received no later than the Friday of any week during the school year. The driver will then be eligible to select trips on the second Tuesday following their notification.

New drivers will **NOT** drive trips until their probationary period is over. New drivers must notify the Trip Advisor of their intent (in writing) on the last day of their probation. A new driver will forgo the sixty (60) day probationary period, with management approval, only if that driver picked an MDX or AT Trip route.

B. Primary Trip Driver

To qualify as a Primary Trip Driver, the driver's route must be thirty (30) hours or less per week, which includes pre-trip, fueling, and sweeping (Shuttle Pay – 2.5 hours not included). A driver that has selected an MDX or AT Trip route are automatically declared as Primary Trip Drivers. MDX and AT Trip routes may and/or may not be under thirty (30) hours because they are designed to fit specific trip pick-up and drop-off times. Primary

Trip Drivers will have trip selection prior to **Secondary Trip Drivers**, and any other driver receiving trips.

Provided that trips are in high demand, Primary Trip Drivers must complete six (6) trips per calendar month (**August – October and March – May**), or **the driver** will be removed from the Primary Trip List for the remainder of the school year.

Any **Trip Driver** leaving the Primary Trip List due to increased weekly hours as a result of accepting Mid-Days and/or Late-Runs **from the weekly postings**, will **forfeit their** trips the week their additional hours start. **If this happens, they don't qualify to be on the Primary Trip List; they qualify to be on the Secondary Trip List.**

Any **driver** leaving the Primary Trip List due to increased weekly hours as a result of additional students, stops, or schools being added to their regular A.M. and/or P.M. **route** will be allowed to retain their trips **for that week, and** will **NOT** be allowed to receive any Late Trips **for that same week**. **If this happens, and they don't qualify to be on the Primary Trip List; they qualify to be on the Secondary Trip List.**

A **Primary** Trip Driver may sign the Mid-Day, Late-Run sheets, **and/or** accept other unscheduled hours at the direction of the Director of Transportation or **his/her** designee, without affecting their standing on the **Primary** Trip List. A **Primary** Trip Driver may go to **forty (40)** hours per week (not guaranteed) by picking **and/or** receiving Late Trips, but may **NOT** exceed **forty (40)** hours per week with Mid-Day **and/or** Late-Run assignments. **Primary Trip Drivers are accountable for keeping track of their weekly hours and will be passed for late trips when they are at hours and/or they will exceed forty (40) hours. Primary Trip Drivers that continuously exceed the allotted forty (40) hours; risk being removed from the Primary Trip List and/or other disciplinary action as determined by the Director of Transportation (See Part XIII Employee Responsibilities and Disciplinary Procedures).** Also, they will **NOT** be permitted to return any trips, and attempt to schedule additional hours that would coincide with the returned trip hours.

C. Secondary Trip Driver

Any **driver** with a regular A.M. and P.M. **route** over **thirty (30)** hours, per week qualify **to be a** Secondary Trip **Driver**. A Primary Trip Driver who had to be removed from the Primary Trip List due to increased hours **must notify the Trip Advisor of their intent (in writing)** to be **placed** on the Secondary Trip List. **Secondary Trip** Drivers will have their trips assigned to them when the Primary **Trip List of drivers** is exhausted, **and/or** when

there are trips left from **the Primary** trip picks. These trips are assigned in a continuous rotation in seniority order, based on time and location.

D. Mid-Day Extended Trip Driver (MDX)

MDX Trip Drivers will hold a regular A.M. and P.M. big bus route. MDX Trip routes are designed for the Driver to cover trips that depart at 8:30 A.M. and/or return by 2:00 P.M. on student attendance days on their designated trip lists. MDX Trip Drivers will be allowed to sign for extra work on days when they are **NOT** obligated elsewhere, and are **NOT** scheduled for more than **forty (40)** hours. (Shuttle Pay – 2.5 hours not included)

MDX Trip Drivers are assigned MDX Trips the **Thursday** before the **Tuesday** Primary Trip pick begins. On Trip Pick Day; MDX Trip Drivers will be allowed to pick from the **Primary** Trip List, and will fall into their normal rotation until hours are met or trips are exhausted.

If a MDX Trip Driver has a Primary Trip scheduled, and a MDX Trip becomes available that conflicts with the Primary Trip; the MDX Driver is required to **forfeit** the Primary Trip to cover the MDX Trip. (Even in cases where a loss of hours may occur.)

E. Athletic Trip Driver (AT)

AT Trip Drivers will hold a regular A.M. and P.M. big bus route. There will be two (2) AT Trip Drivers assigned to each of the five (5) high schools. AT Trip routes are designed for the driver to cover athletic trips that depart between 3:00 – 3:30 P.M. on student attendance days from their designated high school and list.

AT Trip Drivers will drive a **72 or more** passenger bus that is reserved for AT Trip routes on pick day. AT Trip routes and buses will be specified in advance, and will be chosen in seniority order. If an AT Trip Driver is **NOT** available to cover the specified athletic trip; they must surrender their AT Trip route and bus.

AT Trip Drivers will be allowed to sign for extra work on days when they are **NOT** obligated elsewhere, and are **NOT** scheduled for more than **forty (40)** hours. (Shuttle Pay – 2.5 hours not included)

AT Trip Drivers pick trips in rotation; similar to Primary Trips, and must pick all AT Trips before **Tuesday** Primary Trip pick begins. On Trip Pick Day, AT Trip Drivers will be allowed to pick from the **Primary** Trip List, and will fall into their normal rotation until hours are met or trips are exhausted.

If an AT Trip Driver has a Primary Trip scheduled, and an AT Trip becomes available that conflicts with the Primary Trip, the AT Driver is required to **forfeit** the Primary Trip to cover the AT Trip. (Even in cases where a loss of hours may occur.)

AT Trip Drivers are responsible for opening and securing the luggage compartments before and after every trip. When loading and unloading at trip pick up and departure locations, a coach and/or chaperone must be on the bus before the driver exits the bus to unlock the luggage compartments for the equipment.

F. Trip Driver Meeting

Drivers who declare themselves a **Primary** Trip Driver must attend the scheduled **MANDATORY** Trip Driver Meeting. The Trip Driver Meeting is scheduled after the In-Service Meeting at the beginning of the school year. Primary Trip Drivers will not receive their trips at this meeting for the first pick (2-week Pick)

All **NEW** Trip Drivers coming in after the scheduled Trip Driver Meeting will receive information regarding expectations, and their responsibilities. They will receive the Trip Procedure Manual, a gate key, and an email with the current emergency contacts.

Part II Trip Pick Procedures

Trips to be selected will be posted by 12:00 P.M. on the last working day of the previous week. **Primary Trip** Drivers will have until **10:00** A.M. on the **Tuesday** Pick Day to **turn in their proxy/bid sheet** for their trip selections. **Primary** Trip pick begins at **10:01** A.M., unless otherwise stated.

At the Trip Driver Meeting, prior to the start of school, Trip Drivers have the choice of two (2) different ways in which to select their trips. They can elect to be present during the selection process, or they can “choose by proxy”. Trip Drivers must choose to either be present or choose by proxy before the Trip Pick begins.

After school has started, **Primary Trip** Drivers must use the “proxy/bid” method to pick their trips. All guidelines must be followed, or no trips for that week will be selected. After all of the **Primary Trips on the Primary Trip List** are assigned, and/or all the **Primary Trip Driver hours** are full, any trips not selected during the Trip Pick process will be assigned to a **Secondary Trip Driver**. (See DUTU Contract Article VI Section 6.2.1 Trip Selection)

A. Choosing by Proxy (Priority)

As stated above, Primary Trip Drivers have until 10:00 A.M. on the Tuesday Pick Day, to turn in their proxy/bid sheet for their trip selections. The “biddable” sheets will come down at that time. A proxy/bid sheet will be provided, and Primary Trip Drivers must turn in the proxy/bid sheet when selection is complete to compare with what is posted; for discrepancies. If the proxy/bid sheet is not turned in; Primary Trip Drivers will forfeit late trips for that week.

A few other guidelines that must be followed:

- 1) All entries on the proxy/bid sheet must be placed in the trip box; located by the Trip Advisor’s Office. Proxy/bid sheets must be **CLEAR AND LEGIBLE**.
- 2) Only one (1) trip number will be entered for each selection. Any other description will not be accepted. There will be no back to back trips due to delays, and other issues that have occurred in the past. Fill out your entries legibly.
- 3) When numbers run out the trip selection has ended. It is suggested to select by choosing as many trips as possible on the proxy/bid sheet. As a reminder, consider your time and location when choosing trips.
- 4) Tournaments will be assigned one (1) number on the “biddable sheets”.
- 5) Remember, Trip Drivers are choosing from the trip they want to do the most, to the trip they want to do the least.

B. Present at Trip Driver Meeting for Trip Picks

At the **MANDATORY** Trip Driver Meeting, (following the **FIRST** In-Service Meeting) the Trip Advisor will implement the selection process. The selection process will begin once the Trip Driver Meeting has ended. If a Trip Driver is not present when it is their turn to pick or hasn’t turned in their proxy/bid sheet; they will be passed in rotation. Trip Drivers that are present will be allowed one (1) minute per rotation to select a trip. If the time limit expires, and the Trip Driver has not selected a trip they will be passed.

C. Trip Picks on Pick Day

On Tuesday, Trip Pick Day, the Trip Advisor will begin the selection process at 10:01 A.M. If a Primary Trip Driver hasn't turned in their proxy/bid sheet, they will **NOT** receive any trips, but will be offered Late Trips depending on the Late-Trip Procedures and rotation.

D. Trip Advisor will pick for you if...

The Trip Advisor will pick a Primary Trip Driver's trips on Pick Day **ONLY** under the following circumstances:

- 1) The Primary Trip Driver is home Sick, out for Jury/Court Leave, and/or on Bereavement Leave (not more than two (2) days out). (See DUTU Contract Article XII Section 12.1/4, 12.2, and 12.5).
- 2) If a Primary Trip Driver had intentions of entering their picks after their A.M. run and was assigned a Late Trip the morning of the designated Trip Pick Day.
- 3) All Primary Trips picked by the proxy/bid method, or by the Trip Advisor are as binding as if the Primary Trip Driver selected them. For this reason; all Primary Trip Drivers must fill out, and provide the Trip Advisor with a permanent non-availability sheet. The Secondary Trip Drivers are assigned trips by the Trip Advisor and are required to do the same. All Primary Trip Drivers will comply with time and location when selecting trips.

Part III Late Trip Procedures

A "Late Trip" is any trip not posted on the biddable pick sheets for Trip Picks, or a trip that has been previously assigned and returned. Late Trips are assigned based on time, location, and the availability of hours. Trip Drivers may not exceed forty (40) hours a week, unless approved by the Director of Transportation.

Late Trip assignments for the same day will be handled in the following manner:

All Trips between the hours of 9:00 A.M. – 1:30 P.M. (Mid-Day Trips), and after 3:30 P.M. (Evening Trips) will be offered to the first in rotation.

The Trip Advisor will contact Trip Drivers for Late Trips (Mid-Day and Evening Trips) via phone or two-way radio. The Trip Driver must respond to the Trip Advisor's phone call within one (1) hour for any Late Trip that

needs to be covered within one (1) hour. The Trip Advisor will attempt to reach a Trip Driver over the two-way radio twice. If the Trip Driver doesn't respond after the second two-way radio call; they will be skipped, and the Trip Advisor will continue down the Trip Driver Late Log Rotation List.

The Trip Advisor will have the current Trip Driver Late Log available to all Trip Drivers upon request. A copy (Period of one (1) Pick Week) of the Trip Driver Late Log will be posted on the Trip Board (located in the Driver's Room), at the end of each week and remain posted for a period of two (2) weeks. As a reminder, there are two (2) weeks of assignments going on at the same time.

Part IV All-Call Procedures

All-Call Procedures are only used when a trip comes in late and needs to be covered within one (1) hour or less.

When a trip meets this criterion, an All-Call will be made over the two-way radio and announced in the Driver's Room to all Primary Trip Drivers **FIRST**. The Primary Trip Driver with the most seniority will be awarded the Late Trip. If no Primary Trip Driver is available, then it will be awarded to the most senior Secondary Trip Driver.

If a trip is late due to rescheduling, not scheduled, blown, last-minute, and/or a breakdown and needs to be picked up immediately, then an All-Call will be made over the two-way radio, and in the Driver's Room to all drivers for a Team-Takeover depending on the drop-off location:

- 1) When the destination is within a ten (10) mile radius outside School District U-46, the closest driver (determined by time and location), will be awarded the Team-Takeover. The Trip Advisor will then award the trip following the Late Trip Procedures.
- 2) When the destination is more than the ten (10) mile radius outside of School District U-46; the trip will be awarded to the closest driver (determined by time and location).

Part V All-Call, Team Take-Over, and Route Coverage Procedures

Team Take-Overs are trips that are **IN-DISTRICT** and approved by the Trip Advisor from the pick-up location to the destination. Team Take-Overs are assigned to other drivers **ONLY** when the assigned trip can't be covered by the assigned Trip Driver due to P.M. route obligations. Routes take priority over trips, and it is preferred that the Route Driver drives their route. Route Drivers are familiar with their route, students, and the area. When the Trip Driver has completed their P.M. route; they're expected to

continue directly to the trip destination, and notify the coach or the person in charge that they have arrived.

A portion of a Trip Driver's route is covered **ONLY** when the assigned trip doesn't meet the criteria of a Team Take-Over and are Out-Of-District.

All Calls, Team Take-Overs, and Route Coverage are assigned as follows:

1. AT Drivers (Location and Availability)
2. Primary Trip Drivers (Time and Location)
3. Route Drivers with no middle school run (Time, Location, Under forty (40) Hours, and Availability)
4. Standby Drivers (only for All-Calls)

Trip Drivers are to confirm with the Trip Advisor and/or office staff on the day of their trip before leaving Base for their P.M. Route; if a Team Take-Over, or route coverage is required.

Part VI Attendance and Non-Attendance Day Trip Procedures

On days school is in session, Trip Drivers will punch in thirty (30) minutes prior to departure time and must try to arrive at the departure point at least fifteen (15) minutes before the requested departure time.

During the school year, trip mileage is figured from the departure point back to the place of departure.

Trip Drivers are entitled to Meal Reimbursements provided that those trips meet the criteria in Part XI Meal Reimbursements. (See Part X Meal Reimbursements and DUTU Contract Article VII Section 7.8).

On days school is not in session (In-Service Days, Institute Days, Holidays, and Weekends), Trip Drivers will punch in forty-five (45) minutes prior to departure time.

Trip Drivers with Non-Attendance Day Trips; must be prepared with directions, gate, and bus keys if coming in or returning outside of the garage hours. The Trip Driver should check with the office for Trip Dispatcher availability.

It has been identified that approximately 90% of all "Blown Trips" (See Part XIII Employee Responsibilities and Progressive Discipline A. Blown Trip) and/or "late arrivals to trip departure point" occur on Saturdays. This creates inadequate and unprofessional service to our customers, and reflects poorly not only on the individuals involved, but on the Transportation Department as a whole.

In an effort to improve the Trip Drivers and Customers ability to communicate with the Transportation Department on Saturdays, the Trip Advisor or designated A.M. Trip Dispatcher will be present from 6:00 A.M. – 11:00 A.M., and a P.M. Trip Dispatcher will be present depending on the afternoon trip scheduling. The reason for this is due to the large number of trips to be monitored on Saturdays, and to ensure everything operates smoothly.

To improve the standing of the Transportation Department with our customers, and to achieve greater customer satisfaction; it is imperative that all Saturday Trip Driver's comply with the following guidelines:

1. Know the garage, office, and Trip Dispatcher hours. The garage and office are open between 6:00 A.M. – 11:00 A.M. The mechanics and Trip Dispatcher are available at this time. Trip Drivers must check in with the Trip Advisor, or the designated Trip Dispatcher at this time. The designated Trip Dispatcher will be available until the last Trip Driver has returned when trips are scheduled to be out past dusk. Trip Drivers that have a trip that requires them to be at the garage before 6:00 A.M., need to let the Trip Advisor know on Friday before 4:30 P.M., or on the last day school is in attendance for that week. Arrangements can be made for a mechanic to be available, if necessary. If the trip will be out past dusk check with the Trip Advisor to confirm the designated Trip Dispatcher scheduling.
2. Trip Drivers must take bus keys home on Friday night or after routes on the last day school is in attendance the week of the trip if they will be arriving prior to 6:00 A.M. and after 11:00 A.M., or whenever there is no access to the building. Trip Drivers must have a gate key with them whenever they're out on a trip.
3. Trip Drivers must punch in on the time clock for their Saturday trip (between 6:00 A.M. – 11:00 A.M., and after dusk). The only reason for NOT punching in is because the building is locked (Key FOBs work from 6:00 A.M. – 11:00 A.M.) In this situation; punch times on the trip requisition.
4. The Driver's Room door (located in the back of the building) are unlocked during the morning hours (6:00 A.M. – 11:00 A.M.).
5. Trip Drivers must have current emergency contact numbers with them whenever they're out on a trip. (If you don't have one, see the Trip Advisor). For all emergencies, contact the Trip Dispatcher first, then the Trip Advisor.
6. To contact the Transportation Department on Saturdays call: (847) 888-5095 Ext.7305. Trip Dispatcher Mobile # (224) 318-7490.

Part VII Cancellation Procedures

Cancelled trips will not be made up, nor will that trip be automatically reassigned to the original Trip Driver, unless that trip is rescheduled within the same week. If the Trip Driver has a trip on the rescheduled day during the same time period; the Trip Driver will have the choice of either trip.

A selected trip takes precedence over a Late Trip. A MDX, AT, or Primary Trip Driver takes precedence over a Secondary Trip Driver in all instances related to trips. Seniority will prevail in the case of trips being cancelled based on destination.

(Example: Multiple trips scheduled from a school going to the same destination... the least senior drivers will be the cancelled trips)

In the event a trip cancels, (See DUTU Contract Article VI Section 6.6/1) Trip Drivers:

- Will receive **NO** pay if a trip is cancelled by two-way radio or phone two (2) hours before the Trip Driver must punch in.
- Will receive one (1) hour of pay or time clock pay, whichever is greater if the Trip Driver is not contacted two (2) hours prior to trip scheduled pick-up time on day's school is in session.
- Will receive (2) hours of pay if the trip cancellation notice is twelve (12) hours or less before scheduled pick-up time on Non-Attendance Days.

Part VIII Tournament, Regional, and Sectional Procedures

Tournaments that are scheduled for more than one (1) day will be treated as one (1) selection on the "biddable" sheets and will stay with the same Driver provided there are no changes. Tournament days will not be split.

Regional and Sectional Trips are not scheduled for more than one (1) day because there are no scheduled trips after the original trip. Regional and Sectional Trips only continue if the team "wins". The assigned Trip Driver will have the option to keep the trip and continue with that team until they "lose", provided that the new trip doesn't conflict with their schedule. If the Trip Driver is not available or has a trip on the scheduled day during the same time period; the Trip Driver will have the choice of either trip.

Part IX Summer Trip Procedures

All drivers that would like to do Summer Trips will need to sign up when the opportunity is posted two (2) weeks before the last day of school and will be posted for one (1) week.

The Trip Advisor will supply Availability Forms to the drivers that signed up. Those drivers will need to complete the forms and return them to the Trip Advisor before the posted deadline on the Availability Form. Summer Trips are assigned by the Trip Advisor to only those drivers that completed and returned this form.

The Summer Trip Driver List will be created by seniority and are assigned by the Trip Advisor in a continuous rotation. Summer Route commitments take precedence over trips, and a Summer Route will not be covered for a driver.

Summer Trip mileage during the summer is figured from the garage back to the garage.

Part X Meal Reimbursements

Trip Drivers will **ONLY** receive Meal Reimbursements for Out-Of-District Trips, and those meals that occur during the trip; provided the trip meets the following criteria:

On Attendance Days, trips that are three (3) hours or more beyond the Trip Driver's regular working day, or finished after 7:00 P.M., whichever is later. A Trip Driver will be allotted a \$6.00 Meal Reimbursement for Dinner.

On Non-Attendance Days the trip must be Out-Of-District and the driver's clock time must be a minimum of eight (8) hours. A Trip Driver will be allotted a maximum of \$15.00 for the entire day.

Every Meal Reimbursement Form must be legible and filled out completely with the **ORIGINAL RESTAURANT RECEIPT** attached. (Copies and/or duplicates of the original receipt are **NOT** eligible for reimbursement)

Refer to DUTU Contract Article VII Section 7.8 Reimbursable Meals for restaurant receipts that do not identify the restaurant.

Trip Drivers that receive an All-Call Trip on Attendance Days, whether In-District or Out-Of-District, will be entitled to one (1) \$6.00 Meal Reimbursement for Lunch or Dinner.

Trip Drivers that falsify receipts or attempt to abuse Meal Reimbursements will be subject to progressive discipline. (See Part XIII Employee Responsibilities and Progressive Discipline)

Part XI General Procedures

- 1) When selecting a trip; all Trip Drivers must comply with time and location of their school drop off or last run. Small bus drivers must allow time to return to the garage to switch buses before and after the trip.
- 2) A selected trip turned in for any reason will make that time slot unavailable to the Trip Driver for Late Trip, Mid-Days, or Late-Runs.
- 3) If a Trip Driver is absent on the last attendance day of the week it is the Trip Driver's responsibility to notify the Trip Advisor before 12:00 (NOON) on that day. The Trip Driver must let the Trip Advisor know their intentions regarding their weekend trips or their trips will be reassigned at 12:00 (NOON) on that day.
- 4) It is the responsibility of the Trip Driver to fuel their bus and plan their route to the destination of a selected trip prior to leave time. (Trip Ready) Trip Drivers should confirm the destination with the teacher or coach before leaving the school. The Trip Driver has the final authority concerning the route to and from the destination. If the Teacher or Coach changes the destination, the Trip Driver should plan the new route, if possible, with the teacher, coach, or base prior to departing.
- 5) Senior driver has the option to lead Out-Of-District Trips. When buses are traveling together Out-Of-District it is imperative because of safety issues; that they stay together as a group due to buses that break down or get lost.
- 6) If a Trip Driver fails to show up for a trip, that Trip Driver will be subject to progressive discipline. (See Part XIII Employee Responsibilities and Progressive Discipline)
- 7) Trips can't be switched or traded among the Trip Drivers. If a Trip Driver can't or doesn't want to do a trip, the trip must be returned to the Trip Advisor, and reassigned through the proper procedure.
- 8) Estimated trip times are made with the best judgment prior to the trip. If a trip falls short of the estimated time, the estimated hours will remain as charged. If the difference is over one (1) hour, it is the Trip Driver's responsibility to notify the Trip Advisor, and the Trip Advisor will adjust that Trip Driver's available hours.
- 9) It is the Trip Driver's responsibility to notify the Trip Advisor weekly of his/her availability changes.
- 10) If a Trip Driver turns back any accepted trips, late or assigned, for three (3) consecutive weeks they will be subject to progressive

discipline. (See Part XIII Employee Responsibilities and Discipline Procedures)

- 11) Exception to Procedure 10 will be approved by the Trip Advisor, and the Trip Committee. Exceptions will only be considered with documentation that supports what may be approved as a legitimate reason.
- 12) If an error in trip assignment is made, then comparable work/trip will be assigned after discussion with DUTU Trip Chair and the DUTU President.

Part XII Service

- 1) As a Trip Driver, it is **YOUR RESPONSIBILITY** to provide safe, direct, accommodating, and positive transportation to your customers. Giving excellent CUSTOMER SERVICE should be every Trip Driver's PRIORITY.
- 2) Be prepared for every trip. It is the Trip Driver's responsibility to be "trip ready" and know where the trip destination is, and the best route to and from that destination. The customer may suggest an alternate route to and from the destination. Discuss the possible routes with the customer, and jointly make a decision that will satisfy both parties.
- 3) Try to arrive at the departure point at least fifteen (15) minutes before the requested departure time on any day school is in session. Trip Drivers **WILL** be at the departure point fifteen (15) minutes before the requested departure time on any day school is not in session. This will enable the Trip Driver to prepare the paperwork, the bus, and themselves for the trip without being rushed. It would also be appropriate to let the customer know that their bus has arrived and is ready for the trip.
- 4) Be "trip ready," every day is a trip day. It is the Trip Driver's responsibility to post trip, have a fueled, and clean bus prior to the trip. If the bus is clean the customer will have some incentive to keep it clean, especially if they're reminded.
- 5) A Trip Driver should **NOT** inconvenience their customer by not being where they should be when their customer needs them. ALWAYS advise the customer where you are going, and when you will return. Ask for their approval BEFORE LEAVING. If a Trip Driver should inconvenience their customer, they will be subject to progressive discipline. (See Part XIII Employee Responsibilities and Progressive Discipline)
- 6) A Trip Driver should find out if more than one (1) bus is servicing a customer and is **EXPECTED** to communicate with the other Driver(s) concerning the route to be taken, who will lead, luggage, leave time, etc., before leaving on the trip. When there is more than one (1) bus, please keep radio communication to a minimum.

- Multiple buses on the same Out-Of-District Trip are **EXPECTED** to always keep each other in sight **and** stay together.
- 7) Trip Drivers should supervise the loading and unloading of any equipment. Aisles **should** be kept clear and all emergency exits (doors and hatches) **should** be accessible for safety/emergency purposes.
 - 8) With Mid-Day Trips being limited to 9:00 A.M. – 1:30 P.M. there may be more requests for eating on **the** bus. Be flexible and remind your customers that cleaning up is their responsibility. It is recommended that Trip Drivers carry extra **garbage** bags.
 - 9) If students are not acting properly it is **important** to mention the problem to the teacher or coach and let them do the disciplining. **Safety comes first, and drivers have the authority to intervene if the situation is not handled properly.**
 - 10) Smiles, praises, and **common courtesies** will make for a more enjoyable trip.

Part XIII Employee Responsibilities and Progressive Discipline

Outlined below are common responsibilities and expectations of ALL Trip Drivers representing School District U-46. What must **be** remembered is the teachers and students are the customers. Taking a Field **and/or Sport** Trip is not an inexpensive venture anymore. We must give them their money's worth with accommodating service.

A. Blown Trip

When the assigned Trip Driver doesn't show up at the punch time, and another Trip Driver has been assigned to the trip, **the trip will be declared as a "Blown Trip"**. There will be no time limit assigned to the process due to the variety of situations that could occur. Trip Drivers may be required to provide verification if the situation is questioned. **Once the trip is declared "blown" the Trip Driver will NOT get the trip back if another Trip Driver has been assigned to provide the service.**

B. Late Arrival to Trip Departure Point

A late arrival will be that in which **the Trip Driver is NOT** at the departure point by the customer's requested time. Ideally, **the Trip Driver** should arrive **fifteen (15)** minutes prior to the requested departure time. Consideration will be given to trips that are on school **attendance** days **with** an acceptable reason for **being** late (**Examples:** weather, student discipline, **breakdowns**, etc.).

C. Leaving Your Group

The only legitimate reason to leave a group unattended will be for a meal. If the trip doesn't qualify for a meal the Trip Driver must remain with the group. One (1) hour will be allowed for each meal that qualifies. It is recommended for the Trip Driver to exchange their mobile number with the coach or person in charge. If a Trip Driver must leave the area, they must notify the coach or the person in charge where they're going. The coach or person in charge will determine how soon they will need you to return. You must contact the coach or person in charge as soon as you return. If you are not present when a group needs to leave their destination it will constitute as a "Blown Trip".

D. Team Take-Overs

It is the Trip Driver's responsibility to go directly to the location of their trip upon completion of their P.M. route. Failure to do so will constitute as a "Blown Trip".

E. Biddable Sheets

It is the Trips Driver's responsibility to fill out the Biddable sheets correctly. All Trip Driver's must attend the **MANDATORY** Trip Driver's Meeting at the beginning of the school year, and those that choose to become Trip Drivers after the Trip Meeting will need to meet with the Trip Advisor. At the Trip Meeting the Trip Advisor goes over the process on how the biddable sheets are filled out.

F. Meal Reimbursement Abuse

Trip Drivers are entitled to meal reimbursements provided that the trip meets the criteria. (See Part X Meal Reimbursements). Trip Drivers that do not fill out Reimbursement Forms correctly with the original receipt will not be eligible for the meal reimbursement. A copy or duplicate of another Trip Drivers restaurant receipt will constitute as abuse, as well as grocery shopping.

Progressive Disciplinary Steps are as follows:

A meeting with Management, the Trip Advisor, DUTU President and/or Trip Chair with the employee will take place for...

First Offense: A Verbal Warning will be documented and placed in the employee personnel file.

Second Offense: Letter of **Reprimand** will be placed in the employee personnel file. **The** employee will be removed from the trip list for two **(2)** weeks and will **NOT** be allowed to make up lost hours by signing for **any** extra work. **This includes** Mid-Days Late-Runs, **and/or All Calls**.

Third Offense: Letter of Disciplinary Suspension will be placed in the employee personnel file, and **the** employee will be removed from the trip list for one **(1)** calendar year **from the date of the third offense**.

Being a Trip Driver is not just a privilege, but an opportunity to learn other schools in and out of the U-46 School District; engage with other students, faculty, and other Trip Drivers. Join the adventure of being a Trip Driver 😊

X

Jeffrey Prowell
Director Of Transportation

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Carin Bjorn
Safety & Operations Manager, Transportation

X

Heather Weiss
District U-46 Transportation Union President

X

Tina O'Farrell
Trip Advisor

X

Mary Boyd
Trip Committee Chair

X

Tony Polgar
Trip Committee

X

Laura Taets
Trip Committee