

<p>PRESTON COUNTY BOARD OF EDUCATION FILE: 8 – PERSONNEL MANAGEMENT File: 8-32 Workday for Bus Operators and Multi-Classified Bus Operators</p>	<p>Last Reviewed: 6-28-10 Next Review: 7-01-12</p>
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Bus operators will be expected to devote the time necessary to perform their daily scheduled activities that include trips during the normal workday on a rotating basis. The Superintendent or his/her designee may assign extra trips. Bus operators must allow the extra time necessary to perform other duties relative to daily runs, inclement weather, preventative maintenance, and the regular cleaning of buses, etc.

The regular run shall include the trips which a bus operator makes on a daily basis along routes established for his/her employment in the A.M., mid-day, and P.M.

The A.M. trip(s) shall begin with the first on-loading of students at home or other designated bus parking facility and end with the final off-loading of students at school.

A one-half hour bus inspection/preparation period shall occur immediately prior to the A.M. trip(s) and shall be included as part of the workday.

In the event they become a necessary service for students, the mid-day trip(s) shall begin with the on-loading of students at one area of a school campus or other educational site and end after the final off-loading of students at another area of a school campus or at another educational site. The mid-day trip(s) shall be considered as part of either the A.M. or P.M. trip(s). The purpose of the mid-day trip(s) is to provide students transportation between the school campus and another educational site.

The P.M. trip(s) shall begin fifteen minutes prior to the first on-loading of students at school and end after the final off-loading of students at home or other designated bus parking facility.

A one-half hour bus cleanup period shall occur immediately following the P.M. trip(s) and shall be included as part of the workday.

The time required for bus operators to travel the bus from/to the designated parking area prior to and after the A.M. and P.M. trip(s) shall be included as part of the workday. The parking areas for buses shall be designated by the Director of Transportation. The bus garage shall be the designated parking area for the mid-day trip(s).

A one-half hour lunch period shall be included as part of the workday for bus operators who have a workday which exceeds three and one-half hours.

A 15 minute period for fueling the bus and for performing other miscellaneous job related activities (reports, etc.) shall be included as part of the workday.

The time periods between the A.M. and P.M. trip(s), or between the A.M. and mid-day trip(s), or between the mid-day and P.M. trip(s) shall not be considered part of the workday. However, bus operators are expected to be on call during these time periods for emergency conditions, early dismissals, or unexpected situations.

Workdays at the beginning and end of the school year on which bus operators are not required to report for work shall be considered in-lieu for the time required during the school year when bus operators bring buses to the bus garage for inspection and maintenance, for unexpected breakdowns, and for other irregular occurrences.

Bus operators shall be on call during workdays on which school has been called off because of inclement weather or other unexpected situations.

Multi-classified bus operators shall have an eight-hour workday. The workday shall include the time required for the performance of bus operator duties, the time required for the performance of other work duties, and a one-half hour lunch period.

The workday, once established for the school year, shall not be changed without the mutual agreement of the bus operator or the multi-classified bus operator and the Director of Transportation. However, reasonable extension or shortening of the regular run may be made by the Director of Transportation, if required to provide transportation for one or more students, or if required to improve the efficiency of the time-in-transit for one or more students. In addition, the workday may be adjusted for emergency conditions, early dismissal, or unexpected situations.

Bus operators and multi-classified bus operators who work in excess of a 40 hour week shall be compensated in accordance with Sections §18A-4-8b and §21-5C-3 of the West Virginia Code and with Federal Wage and Hour Laws.

Extra-curricular and extra duty trips shall be compensated in accordance with Sections §18A-4-16 and 18A-4-8 of the West Virginia Code and with Preston County Board of Education policy.

The Board may not establish the beginning work station for a bus operator or transportation aide at any site other than a county board-owned facility with available parking without the written consent of the service person. The workday of the bus operator or transportation aide commences at the bus at the designated beginning work station and ends when the employee is able to leave the bus at the designated beginning work station, unless s/he agrees otherwise in writing. The application for or acceptance of a posted position may not be construed as the written consent referred to above.

Because of the rural nature of Preston County, certain bus operators (who volunteer to do so) may be granted permission to take their buses home with them at the end of their assigned routes. In such instances, it is understood by both the Preston County Board of Education and the employee that the Board of Risk and Insurance Management liability coverage on the bus shall remain intact during the time it is parked at the employee's residence in the same manner it would be on Board property.

(WVC §18A-4-8 and §18A-4-8a)

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Adopted: June 28, 2010
Amended/Revised: