

MARSHALL COUNTY SCHOOL SYSTEM

Administrative Procedures

3.4 R1

Effective Date: January 20, 2009

Revised Date: January 23, 2009 (*Denotes Change)

Section: Support Services – Transportation Department

Subject: Use of Seniority for Route Selection, Bus Trips, Vocational Routes

Related Policy: Scheduling and Routing (3.401)

I. DEFINITIONS

Seniority – date of hire in transportation department

Bus Trips – Field trip transportation scheduled by schools. *

Vocational Routes – For this procedure applies only to Cornersville and Chapel Hill.

II. PROCEDURES

Seniority (date of hire in transportation) will be used to determine which driver receives route selections and trips.

Route Selection:

If a route becomes available (a new or established route), the Transportation Director will post the route for five (5) work days and all interested drivers will sign the posting.

The driver with the most seniority will be considered over all.

In the event no driver shows interest, the Transportation Director will fill the route with a new hire.

This procedure will continue until all routes are filled.

A current listing of bus drivers by seniority and routes will be posted in a permanent location at the bus garage and filed with Human Resources.

BusTrips:

Trips will be assigned through the Transportation office.

Trips will be offered to area drivers (Cornersville, Lewisburg, Chapel Hill) on a rotating seniority basis.

A trip list will be maintained showing date of trip, destination, and driver.

A driver may be contacted by radio or cell phone to declare his/her intentions to accept or reject the trip.

Drivers not wanting to drive trips will be asked to sign a form stating this and their names will be removed from rotation.

Schools may no longer request specific drivers for trips.

Vocational Routes: (Cornersville/Chapel Hill)

Vocational routes will be offered to drivers by seniority.

The first session will start at the beginning of the school year and continue until the Christmas holidays.

The second session will be offered again at the Christmas holidays to the next senior driver.

The second session will begin the first school day after the holidays and continue the remainder of the school year.

The acceptance of vocational routes will remove a driver from consideration for day field trips.

III. ATTACHMENTS

3.4 R1Addendum-A Driver No Trips Sign-up Sheet

Signature on File

Jacob Sorrells, Director of Schools