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PROCEDURES FOR TWO-FOLD CLASSIFIED POSITIONS

The following requirements are in place for classified employees such as teacher assistants, custodians and cafeteria workers who drive buses.

- 1) Bus drivers employed in classified positions such as teacher assistants, custodians, or cafeteria workers will receive an incentive salary adjustment. The incentive will be as much as one additional pay level. When employment as a bus driver stops, the incentive pay will be terminated.
- 2) Full-time classified personnel employed prior to August 5, 1991, are not required to secure a bus driver's license. However, exempt personnel will be given the opportunity to participate if they desire.
- 3) All classified employees are hired for a 90-day probationary period in accordance with Board Policy 7.204.
- 4) If the commercial driver's license is not received within one year of employment, employment is terminated. To meet NC DOT/DMV legal requirements to drive a school bus, you must:

Have a good driving record, including but not limited to:

✧Not more than one conviction for a moving violation within the past 12 months and not more than three such convictions within the past five years. *Note: For certification purposes a Prayer for Judgment Continued (PJC) is considered a conviction;*

✧No conviction of Driving While Impaired (DWI) within the past five years and not more than one DWI conviction ever;

✧No instances of driver license suspension or revocation for moving violations within the past five years;

✧For recent state residents (of five years or less), a copy of your driving record from your former state of residence showing an acceptable driving history. *Note: Obtaining the driving record is the responsibility of the applicant;* and

✧No convictions deemed disqualifying by federal commercial driver license (CDL) requirements.

- 5) Priority for interviews will be given to those prospective classified employees who have taken the initiative to obtain a commercial driver's license.

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- 6) Other currently employed classified employees (secretaries, NC Wise Data Managers, etc.) who volunteer to sign a letter of commitment to drive a bus and who have received approval from their direct supervisor will receive the incentive pay.
- 7) Efforts will be made to keep the workday within eight hours per day or 40 hours per week. However, if time is extended beyond 40 hours, employees will be paid overtime based on the rate of pay for the position where overtime occurred. (For example, if a teacher assistant reaches 40 hours at noon on Friday, he/she will receive overtime based on teacher assistant salary until his/her teacher assistant workday ends. Overtime will be paid based on bus driver salary for the time driving a bus.)
- 8) Employees eligible for incentive pay will receive the incentive pay only after signing a bus agreement to drive a bus on a permanent basis.
- 9) Since elementary schools have more teacher assistants to assist with bus driver needs, it is suggested that principals cooperate in sharing bus drivers at the base school site. This will be negotiated between the principals. When a driver is employed at the elementary or middle school and the bus has to make two routes, the driver will be expected to drive both routes. This will cause some teacher assistants to be out of the classroom. The principals should work cooperatively to solve this problem.
- 10) In cases when a classified employee must possess special skills, an exception to the requirement for a driving a bus will be considered if a written request stating a reason or reasons is submitted to the personnel director for classified employees. (Example, an exceptional child's assistant who must work with a child requiring a catheter.)
- 11) Chapter One (pages 1 – 3) of the "Handbook for the Bus Drivers" issued by the State Department of Motor Vehicles, October 1999, must be shared with all classified employees who drive buses.
- 12) If at any point during employment a person is unable to drive due to a medical condition, the following will apply:

Have him/her present a valid doctor's note with details about the condition every 30 days for up to 90 days. At the 90-day mark, the matter will be reviewed by Human Resources.

Last Revisions/Adoption: April 8, 2002

Legal References: None

Cross References: None