

Paramus Board of Education

Transportation Driver Employment Handbook

July 1, 2019- June 30, 2020

IMPORTANT NOTICE-READ THIS FIRST

This Handbook is for your information only. It is not an employment contract. The rules contained in this Handbook may be changed at any time by the Paramus Board of Education without prior notice to anyone. The interpretation of these rules will be made solely by the Paramus Board of Education. Also, remember that there are many other rules that apply to you and your job which are not contained in this Handbook.

This Handbook is not a binding contract. Neither this Handbook, nor anything else you receive in writing from the Paramus Board of Education, nor anything you are told by someone from the Paramus Board of Education or its administration or staff is a promise to you of a job with the the Paramus School District. You are not guaranteed that you will be hired or that you will continue to be employed by the Paramus Board of Education under any circumstances.

You may resign from the Paramus School District at any time for any reason, with or without notice. You may also be terminated from employment with the Paramus School District at any time for any reason, with or without notice. The only exceptions to your right to resign or the Paramus Board of Education's right to terminate you at any time, for any reason, with or without notice, would be in the form of a written agreement such as an employment contract.

This notice is important. If you do not understand this notice, you must ask for help now. We will be happy to explain anything to you that you do not understand. Be sure to get help if you need it because you will be held responsible to understand this notice, as well as to understand and adhere to the contents of this Handbook.

This handbook is directed to the district bus drivers, (hereafter referred to as “employees”).

I. Pay

The Board of Education will determine the drivers’ contract each year based on the hours required to perform the designated work. The Transportation Coordinator will determine the time necessary to complete the route, providing for round trip transportation, fueling, vehicle pre-trip inspection, clean-up, etc. Extra work in excess of the contracted amount will be paid at the employees’ hourly rate in accordance with the salary guide provided in Appendix A.

Overtime shall be paid for any hours worked in excess of 40 hours of actual work in any one work week, and overtime shall be paid on Sundays and holidays as listed in Appendix A. Overtime is calculated at a rate that is one and one half (1½) times the regular hourly rate.

II. Benefits

Employees with a contract of thirty (30) or more hours a week will be eligible for the following Board sponsored benefit programs:

Medical: Medical coverage in accordance with a plan designated by the Board of Education. Employee benefit contributions will be determined based on the State of New Jersey Chapter 78 guidelines.

Prescription: Prescription coverage in accordance with a plan designated by the Board of Education. Employee benefit contributions will be determined based on the State of New Jersey Chapter 78 guidelines.

Employees eligible for health benefits may available themselves of the district’s high deductible plan. Employees are not eligible to participate in the district’s health benefits waiver plan.

III. Leaves

Sick Leave – Employees shall receive ten (10) sick days annually. Unused sick leave shall accumulate without limitation.

Personal Leave – Employees shall receive three (3) personal days annually. These days shall not accrue from year to year. **Due to transportation needs of the district at the opening of school and the addition of field trips at the end of the year, personal days may be used October 1st-April 30th.**

IV. Work Year

The work year shall consist of all days that students actually attend school and a day to drive the route prior to the first day of school for students. Additional days may be added to the work year as deemed necessary by the Board.

V. Other Benefits

The Board shall reimburse the employee for the criminal background check and DOT physical required to maintain their CDL in good standing. The employee shall be responsible for the license renewal fees.

VI. Job Description

The employee shall be responsible for the tasks delineated in the Board approved job description in Appendix B.

VII. Driver Availability

Additional work such as trips, clubs and sports, will be posted and assigned on a rotating basis. If no one signs for the work, the supervisor may assign the work to any driver as he/she deems appropriate to meet the needs of the students and the district.

VIII. Retirement

All drivers who shall retire and who shall have rendered fifteen (15) or more years of service to the Paramus School System shall be eligible for a retirement stipend. The stipend shall be determined by multiplying the sum of \$8.00 by the number of accumulated sick leave as of the date of retirement. This benefit shall be paid within sixty (60) days of the date of retirement. The stipend shall be deposited into a tax-sheltered annuity plan sponsored by the Board.

The maximum sick leave retirement stipend for all employees shall not exceed \$2,000 per employee. In the event of the death of an employee eligible for retirement, who has met the criteria above, said payment shall be made to the estate of said employee.

Appendix A

Chart A

Hours Worked	Regular Rate	O/T (1.5)
Contracted Hours	X	
Extra Work up to 40 Hours per week	X	
Extra Work over 40 Hours per week		X
Sunday/Holiday		X

Chart B

Step	REGULAR HOURLY 2018-2019 RATE	Overtime Rate Over 8 hrs/day, Weekend/Holidays
1	\$23.00	\$34.50
2	\$23.80	\$35.70
3	\$24.70	\$37.05
4	\$25.60	\$38.40
5	\$26.30	\$39.45
6	\$27.00	\$40.50
7	\$27.30	\$40.95
8	\$27.90	\$41.85
9	\$28.60	\$42.90

Holidays for the purposes of determining overtime

Labor Day
Thanksgiving
Day after Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve
New Year's Day
President's Day
Good Friday
Memorial Day
Independence Day, July 4

Appendix B

PARAMUS PUBLIC SCHOOLS

JOB DESCRIPTION

TITLE: SCHOOL BUS DRIVER

QUALIFICATIONS:

1. Valid Commercial Driver's License
2. Minimum of three years' previous safe driving experience
3. Sufficient mechanical aptitude to diagnose minor problems
4. Required criminal history background check and proof of US citizenship or legal resident alien status.
- 5.

REPORTS TO: SCHOOL BUSINESS ADMINISTRATOR or DESIGNEE

JOB GOAL: To transport pupils and other authorized personnel in a safe and efficient manner and perform all activities related to the operation of the school bus.

PERFORMANCE RESPONSIBILITIES:

1. Conducts a pre-trip safety inspection of the bus prior to every trip and completes the School Bus Condition Report.
2. Notifies the transportation supervisor of any mechanical malfunctions and/or safety hazards.
3. Adheres to established routes, designated bus stops, and keeps to assigned time schedule.
4. Transports only authorized pupils and authorized personnel.
5. Obeys all traffic laws and observes mandatory school bus safety regulations.
6. Maintains discipline on the bus and reports violations to the building principal or other authorized individual.
7. Reports all accidents and pupil injuries and completes required reports.
8. Participates in emergency evacuation drills in accordance with board policy, and instructs passengers regarding safety regulations and other bus rules.
9. Performs interior bus cleaning duties daily, cleans windows and exterior as needed, and refuels the vehicle.
10. Performs light maintenance (check and replace water, antifreeze, oil, and battery water; adds air to tires; replaces burned out bulbs) as necessary.

TERM OF EMPLOYMENT: Salary and work year to be determined by the Board of Education

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Non-Certificated staff.

Date Adopted: October 17, 1994

Date Revised: May 11, 2015