

Summers County Board of Education Policy

ADOPTED: August 13, 1992 meeting, Rev. 9-29-94 Rev. 11/19/03, 2/8/12
REFERENCE: School Law 18A-4-8, 18A-4-8b

CODE: IV-B-3
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EXTRA DUTY ASSIGNMENTS/BUS OPERATORS

1. All extra duty assignments for bus operators must be approved by the superintendent or the transportation director. The foremost consideration is to provide safe and adequate transportation for the students of Summers County.
2. An extra duty assignment shall be defined as irregular jobs that occur periodically or occasionally such as, but not limited to, field trips, athletic events, proms, banquets, and band festival field trips.
3.
 - A. At the beginning of each school year bus operators shall meet to decide the procedure to be used when making extra-duty assignments. A procedure, other than the procedure contained in **WV Code 18A-4-8b** may be utilized, providing it is approved by both the Summers County Board of Education and by an affirmative vote of two thirds of the bus operators.
 - B. Should bus operators elect to have these assignments made in accordance with 18A-4-8b, regular full-time bus operators, who are unavailable due to conflicts with their regular transportation schedule, shall be allowed to be absent from work, without pay, for not less than 1/2 day or time required to take a specific trip. This option will allow regular full time bus operators the opportunity of performing extra duty assignments in lieu of their regular run and shall be available each and every time a bus operator has an opportunity to accept an extra duty assignment.
4. Pay will begin when the bus operator begins his duties and will end upon his return, unless otherwise agreed to by the bus operator.
5. All bus operators will be expected to use their usual bus when making extra-duty runs unless extenuating circumstances should dictate otherwise. At all times, the decision of which bus shall be used shall be determined by the transportation director.
6. Charges incurred for the use of the bus, employment of the bus operator, room and board for the bus operator, will be the responsibility of the requester.
 - a. Charge for the bus will be based upon the actual cost of the amount of fuel used. In cases where the amount of fuel cannot be determined accurately, the charge will be based on an average of 5 miles to 1 gallon of fuel.
 - b. Charges for employment of the bus operator shall include not only the adopted pay schedule but also all fixed costs for the employee.
7. All requests for extra duty bus runs shall be made on the attached form and must be approved at least **30 working days prior** to departure.

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The extra duty list shall be made according to seniority. When a driver takes a run, the next driver under that driver shall be next in line for an upcoming extra-duty assignment. This process shall continue in complete rotation. However, if no regular drivers take the extra-duty assignment and a substitute driver takes it, this shall not interrupt the regular driver rotation list.

(ex: Drivers 1-10, driver #5 takes an extra duty assignment, the next extra-duty assignment no regular driver takes and a substitute driver takes, then the next extra-duty trip would start with driver #6 and continue in regular order)