

Guidelines for Substitutes

Generally, substitutes will be notified by Wednesday of the preceding week of any driving assignments for a given week. However, without question there will be unscheduled needs for substitutes. When confronted with this circumstance, it is assumed that acceptance of the unscheduled assignment will be the norm.

Substitutes should make every effort to become familiar with all routes they may be asked to drive and to make any questions known to the supervisor. In the event a regular route driver has particular needs that require attention, that driver will make those needs known, via the supervisor, prior to the substitute taking the route.

Substitutes will avail themselves of a *Transportation Department Handbook* and will become knowledgeable in all department procedures. In particular, they will become familiar with discipline procedures; routes, stops and ridership (see EEAB-AR(1)); and vehicle cleanliness (see EE-AR(8), (9), (10), (11)). Having gained the acquired knowledge, substitutes are to follow procedures the same as the regularly assigned driver.

Route descriptions for each route are available in the supervisor's office. Substitutes that have been assigned a route with which they are unfamiliar shall make use of those route descriptions in order to conduct the assigned route correctly. Substitutes that do make use of the route descriptions should understand that these route descriptions are for temporary use only and are to be returned, undamaged, to the supervisor.

Substitutes will be required to attend all staff meetings.