

Nonroute, Extra Trip Assignment

Extra trip driver assignments and notification will be made using the following guidelines:

1. Drivers will choose annually which trip roster(s) in which they wish to be included. Categories being:
 - a. In District.
 - b. Out of District - Short Trips.
 - c. Out of District - Long Trips and overnight.
 - d. Courier and/or Out of District freight.

Drivers may choose which category they desire provided other department commitments are being met.

2. Trips will be assigned per category to the driver with the least T.P.T. (total paid time), including black-line, for the week of the trip. Potential T.P.T. will be taken into consideration when assigning trips toward the end of the week or late/emergency trip requests which the Supervisor deems feasible to run. Overnight trips will be assigned by a “draw from the hat.” Once a driver has driven an overnight trip, their name will not be entered into the next drawings unless the trip is short notice. Weekend trips (usually Saturdays) will be assigned first by rotation, then by the number of current hours, and last by the number of previous weekend trips depending upon circumstances. The intent being to equalize the number of weekend trips between drivers.
3. Trip assignment driver notification will take place, when possible, at least five calendar days prior to trip departure. Effort will be made to make assignments for the entire week by the Wednesday prior.
4. Drivers will be notified using the Trip Assignment form (No. 13-1088). The driver must then accept or reject the trip within 24 hours, returning the original form, and keeping a copy for their records. The only optional course of action for the assigned driver is to trade off the trip to another driver in the same trip category. Trade offs are limited to trips already assigned within that same week only.
5. Should a driver reject a trip, a “black line” will be charted for that driver equaling the T.P.T. accrued by the driver reassigned to the rejected trip will be black-lined in the same manner if unable to do an accepted trip due to illness or personal commitments. If a driver goes on a leave-of-absence or wishes to be temporarily removed from the trip roster, they will be black-lined to an average of all drivers per applicable category upon reinstatement. Removal from the trip roster will be allowed no more than three times per school year.
6. Drivers will not be black-line for rejection of a trip when notified three days or less from the date of the trip. This “short notice” clause will apply to all trip categories.

7. To determine trip T.P.T. for each driver, charts will be maintained for each category showing trip destination, date, and T.P.T. These charts will be kept up to date as well as possible and will be visible to all drivers.

Trip drivers will be required to refrain from participating in some student trip activities which might jeopardize the driver's ability to drive should an injury or incident occur.

Should an apparent unfairness be perceived by any drivers, it shall be reported to the supervisor, who will endeavor to investigate and resolve said unfairness by whatever means necessary.