

Work Assignments

1. Routes, once a stable configuration exists, will be assigned using the following criteria:
 - a. Amount and type of driving experience.
 - b. Seniority with the district.
 - c. Length of route.
2. Changes in route assignments will be limited to the following circumstances:
 - a. Change in route length of at least 25% of current time.
 - b. At the supervisor's direction when an untenable situation exists.
 - c. Major redesign of system.
 - d. When the supervisor, using objective criteria, determines that reassignment is in the best interests of the district.

In no instance, will route assignments be altered except by supervisory directive. The supervisor, in all instances, reserves the right to determine work assignments.

3. Nonroute driving is divided into four categories:
 - a. Interschool.
 - b. Out-of-district/under 30 mile radius of Rainier.
 - c. Out-of-district/over 30 mile radius of Rainier and overnight.
 - d. Courier.
4. Drivers have the option of selecting which category they desire so long as department commitments are being met.
5. Nonroute driving will be recorded using a driver's TPT within each category. Usually, the driver with the least TPT in a category will be assigned the trip.

Drivers selecting more than one category will, by virtue of their flexibility, end up with more TPT for the year than drivers selecting one category.
6. Drivers, will, in more cases, be notified by Wednesday of the current week of scheduled trips occurring the following week. Notification will be made using the trip assignment form. Drivers must then accept or reject the assignment within 24 hours in writing and return the original copy to the supervisor. Drivers that repeatedly reject assignments must expect to have fewer total hours than others.

7. Drivers choosing to drive out-of-district trips must, prior to taking such trips, have demonstrated a level of driving skill that is reasonable deemed appropriate for anticipated driving conditions. Reasonable opportunity for skill development will be provided.
8. As in any other operational endeavor, there will be emergency circumstances that may require temporary modification or suspension of stated procedures. In these instances, the Supervisor's decisions, usually made after due deliberation and consultation, are final. Should a temporary apparent unfairness result, appropriate corrective measures will be taken at a later date. All parties concerned are expected to conduct themselves in a professional manner and a commitment to successful resolution is anticipated.