

Non-Route Extra Trip Assignments

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

1. Extra trip driving status of driver as determined by annual questionnaire. Categories are:
 - a. Interschool;
 - b. Out-of-district - under 30 mile radius;
 - c. Out-of-district - over 30 mile radius and overnight;
 - d. Courier.

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 TPT (Total Paid Time), including black-lines, for the week of the trip. Potential TPT will be taken into consideration when assigning trips toward the end of the week or late/emergency trip requests which the supervisor deems feasible.
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 tradeoff the trip to another driver in the same trip category.

Trade-offs are limited to trips within that week only.

5. In the event that a driver rejects a trip and does not trade off, a black-line will be charted for that driver equalling the TPT accrued by the driver reassigned to the rejected trip. Should a driver be unable to do an assigned trip due to illness, personal schedules to leave of absence, that driver will also be black-lined.

In the case of a leave of absence, when the driver returns to work, their chart line will be black-lined out to an average time of all drivers, per category involved.

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

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.