**Board Memo**

**DATE:** 8/24/2022

**AGENDA ITEM DETAILS:**

**School/Department**

Human Resources, Transportation

**Product Vendor or Grant Issuer**

Not Applicable

**Product or Grant Name**

Creation of Substitute Bus Driver job description

**Date/Term (Beginning and End Dates/Year)**

September 9, 2022

**APPLICABLE BOARD POLICY:**

01.11 General Powers and Duties of the Board”; 03.233 “Duties”: Job Description

**DESCRIBE USE OF CONTRACT/PURCHASE/AGREEMENT**

In an effort to increase the number of individuals eligible to drive a bus for the District and reduce the number of daily unfilled routes, Transportation is requesting the creation of a Substitute Bus Driver job description.

Currently, the district relies on a number of full-time ‘itinerant’ bus drivers to account for the daily bus driver absences. Frequently the number of absences exceeds the number of itinerant bus drivers employed by the District. When this occurs, various transportation staff members (routers, coordinators, mechanics, secretaries, etc.) must leave their primary position to drive a bus. Furthermore, there are times when the total number of bus driver absences exceeds the combined number of itinerant drivers and transportation staff members eligible to drive. This leads to double runs, which often become difficult for parents, schools, and transportation to manage. The creation of a Substitute Bus Driver job description, and corresponding addition to the salary schedule, would allow the district to employ individuals who may want to drive a bus but cannot commit to a full-time position.

**FUNDING FOR PURCHASES AND OTHER REQUESTS:**

**Total Cost**

$17.78/hr.; total cost will depend on the number of absences filled by Substitute Bus Drivers

**Funding Source**

General Funds; IDEA

 **\*If more than one funding source, list below along with amount or percent for each source**

Percentage from each funding source will depend on the number of absences filled for various routes.

**IF THIS IS A GRANT, ENTER AMOUNT TO BE AWARDED:**

Click or tap here to enter text.

**RECOMMENDATION:**

It is recommended that the Board approve the creation of a Substitute Bus Driver job description, and corresponding addition to the salary schedule

**CONTACT PERSON: (submitter)**

Robert Barrix, Director of Transportation; Eric Ball, Director of Human Resources