

Conditions of Employment

between

The Seine River School Division

- and -

School Bus Drivers

July 1, 2014 to June 30, 2017

ARTICLE 1 - SALARY SCHEDULE

- 1.01 Each driver shall be paid, for an established daily bus route, a basic monthly salary and a monthly rate for each kilometre driven *in excess* of a daily maximum of fifty (50) kilometres.

1 - Monthly Basic

	1-Jul-14	1-Jul-15	1-Jul-16
	2.0% increase	2.0% increase	2.0% increase
	\$1293.77	\$1319.64	\$1346.04

2 - Monthly Rate per km in excess of 50 km:

	1-Jul-14	1-Jul-15	1-Jul-16
	2.0% increase	2.0% increase	2.0% increase
a) 51 km – 99 km	\$3.37	\$3.43	\$3.50
b) 100 km – 149 km	\$3.42	\$3.49	\$3.56
c) 150 km – 199 km	\$3.49	3.56	\$3.63
d) 200 km – 299 km	\$3.93	\$4.01	\$4.09
e) 300 km and up	\$4.24	\$4.33	\$4.41

Drivers who transport a student(s) who is/are confined to a wheelchair shall be paid an additional five (\$5) dollars per day, per designated student when that student is transported on their bus on a regular route.

- 1.02 The daily distance is measured by utilizing the odometer reading at the start of the run and the odometer reading at the end of the run for both morning and afternoon trips.
- 1.03 An annual year-end bonus for no-fault accident-free driving to start at \$25 per year, and increasing \$25 each year of consecutive no-fault accident free driving up to a maximum of \$125 per year.

Should the driver have an accident, the driver would NOT be eligible for the annual year-end bonus. The annual bonus would be reset to begin at year 1 in the year following the accident, and increase each year of consecutive no-fault accident free driving up to a maximum of \$125.

A year is defined to be the Division's fiscal period running from July 1st to June 30th.

No-fault Accident Free	
Driving Period	Annual Bonus
Year 1	\$25
Year 2	\$50
Year 3	\$75
Year 4	\$100
Year 5	\$125

1.04 Any extra duties as required and authorized by the Transportation Supervisor shall be paid at the prevailing Field Trip rate as per Article 3.01.

ARTICLE 2 - SPECIAL ROUTE

2.01 At present, there is no special route but if the need arises, it will be renegotiated.

ARTICLE 3 -FIELD TRIPS

3.01 For approved field trips, bus drivers will be paid a per-hour rate with a minimum of three (3) hours per trip, and a maximum of six and one half (6.5) hours (actual time) for trips during school hours and a maximum of twelve (12) hours for trips made in the evening or on non-teaching days. The minimum of three (3) hours will not apply to additional duties or kilometres driven immediately following the performance of regular duties where there is no callout time involved. The maximum chargeable per trip may be exceeded with special approval from the Transportation Supervisor.

Where the bus driver elects to do a field trip, which prevents them from doing their regular run, they will not be paid for the missed run.

1-Jul-14	1-Jul-15	1-Jul-16
2.0% increase	2.0% increase	2.0% increase
\$14.54	\$14.83	\$15.12

Bus drivers are paid 3 hours for field trips that are cancelled within 24 hours of the date of the trip.

Field trips must include ½ hour to complete both pre-trip and post-trip inspection where the bus driver is using a different unit.

ARTICLE 4 -VACATION BENEFIT

- 4.01 A vacation benefit equivalent to a percentage of total earnings will be paid at the end of each month as follows:
- a) Up to four (4) years of continuous service: 4%
 - b) Over four (4) to ten (10) years of continuous service: 7%
 - c) Over ten (10) to fifteen (15) years of continuous service: 9%
 - d) Over fifteen (15) years of continuous service: 10% (effective January 1, 1993)

ARTICLE 5 - SICK LEAVE BENEFIT

- 5.01 Bus Drivers shall be entitled to two (2) days of sick leave per month of service without loss of salary effective July 1, 2001.
- 5.02 All or any remaining portions of unused sick leave days shall continue to be accumulated up to a maximum of **one hundred (100) days effective July 1, 2011**. Sick leave with pay, beyond the time provided for herein, may be granted at the discretion of the Superintendent
- 5.03 The Division may require that the sickness be certified by a physician.
- 5.04 Sick leave is not payable for any injury received while gainfully employed at another job.

ARTICLE 6 – FAMILY LEAVE

- 6.01 Employees shall be entitled to use up to two (2) days of sick leave per school year to attend to the illness, injury or medical appointments of his or her immediate family members including spouse, children and parents of the employee or spouse. Where such cases occur and both parents of a particular child are employees of Seine River School Division, both parents may not access this provision concurrently.

ARTICLE 7 - BUS PLUG-IN ALLOWANCE

- 7.01 Bus Drivers shall be compensated at the following rates per month (including P.S.T. and G.S.T.) for the winter months, being November 1st to March 31st, they are required to plug-in their bus at their residence:

For DIESEL buses plugged 16 hours per day, 5 days per week:

1-Nov-14

\$47.75

Bus plug-in allowances will be paid to drivers no later than April 15th.

ARTICLE 8 - PAYMENT OF SALARY

8.01 Salary payments will be made on a bi-weekly basis. The salary funds will be deposited to one account in one designated financial institution per bus driver.

8.02 Daily rates shall be determined as follows:

- **Monthly Basic salary as per Article 1 PLUS Monthly Rate per km PLUS Wheelchair allowance**
- **Multiply by 10**
- **Divide by the number of days in the school year (includes instructional, PD/Admin and Statutory Holidays). The actual number of days in each school year will be as prescribed annually by the Minister of Education.**
 - **2014/2015 – 207 days**
 - **2015/2016 – 203 days**
 - **2016/2017 – 203 days**

ARTICLE 9 - COMPASSIONATE LEAVE

- 9.01 a) Each employee shall be allowed compassionate leave without loss of salary up to but not exceeding three (3) days in the case of death or serious illness of any member of the immediate family of the employee; immediate family to include wife, husband, son, daughter, father, mother, sister, brother, grand-parents, grand-children or in-laws.
- b) Leave without loss of salary beyond the time and for persons other than provided for herein maybe granted at the discretion of the Superintendent.

ARTICLE 10 -RECRUITMENT AND STAFFING

- 10.01 Vacancy: means a position which becomes available as a result of the incumbent leaving the employ of the Seine River School Division or the establishment of a new bus route. When a run becomes vacant by a regular driver quitting or retiring, the run should be posted within 10 working days after the vacancy.
- 10.02 In filling a vacant position, or in the event of lay-off of Staff and/or subsequent rehiring of employees, ability to meet the requirements of the position shall be the main criterion, providing the applicant resides within reasonable distance of the designated route. When qualifications and ability are equal, seniority shall prevail.
- 10.03 A spare driver becomes a temporary driver after assuming the responsibility of a given route due to the regular driver being on an approved absence from work for a period of five (5) consecutive weeks or more. Upon the return of the regular driver, that temporary

driver shall revert to spare status. If the regular driver does not return and the division declares a vacancy, said vacancy must be posted as per article 9.01.

- 10.04 a) An employee shall receive credit for seniority calculated from the date upon which he/she commenced continuous regular employment with the Division.
- b) Effective September 1992, one year of service will be recognized for term employees for every continuous full school year of driving since the term position began.
- 10.05 In the event of a lay-off of an employee due to shortage of work and the subsequent rehiring of same employee within one year of lay-off, the total years of service at date of lay-off shall be recognized for purpose of seniority.
- 10.06 Spare Drivers shall be paid for 3 hours if cancelled within 24 hours of a scheduled route.
- 10.07 All drivers will be reimbursed an amount of **up to \$100** in each school year when they require a physical to renew their drivers' license. Payment will be made upon submission of a completed expense form and accompanied by an official receipt.

ARTICLE 11 - EFFECTIVE PERIOD

- 11.01 These conditions of employment come into force and take effect as from the first day of July **2014** and remain in force until June 30th, **2017**.

ARTICLE 12 -BUS PARKING ALLOWANCE

- 12.01 Bus drivers who are required to park their school bus at their place of residence will receive an annual parking allowance paid in two equal payments no later than January 15th and July 15th as follows:

1-Jul-14	1-Jul-15	1-Jul-16
2.0% increase	2.0% increase	2.0% increase
\$270.61	\$276.02	\$281.54

ARTICLE 13 - COURT ATTENDANCE

- 13.01 When employees are required to attend in court as a witness for the Crown, on behalf of the Seine River School Division, thereby prohibiting the employee from performing his/her regular duties, deduction of salary shall not be made for said absence from duties.
- 13.02 The employee shall also be provided a salary per diem of \$25.00 plus mileage at division rate, parking, and one (1) meal up to \$10.00 per day of their court attendance.

ARTICLE 14 - INSERVICING FOR SUBSTITUTE DRIVERS

- 14.01 Substitute drivers who attend divisional inservices required to maintain School Bus Operator Certificate, shall be compensated for the time at the inservice, to a maximum of eight (8) hours per year. Said compensation shall be paid following the fourth day of substitute driving completed, following the inservice.
- 14.02 All spare drivers will be reimbursed an amount of up to \$100 in each school year when they require a physical to renew their drivers' license. Payment will be made upon submission of a completed expense form and accompanied by an official receipt. The spare driver must have worked at least 4 days in order to qualify for this reimbursement.**
- 14.03 New Class II drivers trained by Seine River School Division will be reimbursed the cost of his/her license. The spare driver must be employed for a minimum of 3 months and have worked at least 10 days in order to qualify for this reimbursement.**
- 14.04 Spare drivers shall be paid the prevailing Field Trip rate as per Article 3.01 for all hours spent with route familiarization. Such time, shall be as authorized by the Transportation Supervisor.**

ARTICLE 15 - RSP

- 15.01 Permanent employees covered under this agreement shall be enrolled in the cost shared Retirement Savings Plan on the 1st day of the month following 12 months of assignment on a permanent route. Contributions will be based on a combined 6% of gross earnings (3% employee plus 3% employer contributions).

ARTICLE 16 – BUS CLEANING

- 16.01 All buses, including spares, must be kept clean when used by each driver.
- 16.02 The division will supply every bus with cleaning supplies.

ARTICLE 17 – UNIFORMS

17.01 Regular drivers are required to wear uniforms. Uniforms will be assigned and replaced as follows:

- a) Regular Drivers - after the 6 month probation period:
 - 2 pairs of trousers
 - 2 shirts
 - 1 jacket (every 3 years)

- b) All Drivers - with 2 years of service are eligible to receive:
 - 1 pair of trousers every year and/or switching trousers for a shirt

ARTICLE 18 – MANITOBA PUBLIC INSURANCE CLAIMS

Sick leave is not payable to a driver who, in respect to an illness or injury resulting from a motor vehicle accident, is receiving wage-loss replacement benefits from the Manitoba Public Insurance Corporation to the extent that such benefits and paid sick leave exceed the driver’s normal salary. In such, cases the driver shall reimburse the Division the full amount of benefit received from the Manitoba Public Insurance Corporation.

Signed and dated this _____ day of _____, 2015.

For Seine River School Division

For School Bus Drivers

Chairperson, Board of Trustees

Co-Chair

Secretary-Treasurer

Co-Chair

LETTER OF COMMITMENT – SALARY REVIEW

This letter will confirm that Seine River School Division has committed to conduct a review of the Monthly rates identified in Article 1. This review shall be conducted during the budgeting process for the 2015/2016 school year.

Upon conclusion of this review, Seine River School Division shall notify the drivers of the outcome of the review.

Signed and dated this _____ day of _____, 2015.

For Seine River School Division

Chairperson, Board of Trustees

Secretary-Treasurer