

*July 1, 2024 – June 30, 2026*

**Crookston School District**

**Bus Driver Personnel  
*and*  
Board of Education**

*Approved by the Board of Education: June 24, 2024*

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**Employment Agreement  
Between the  
School Bus Driver Personnel  
and the  
Board of Education  
2024-2025 & 2025-2026**

**SECTION I  
Parties**

This agreement provides the terms and conditions of employment for school bus drivers. It excludes the Transportation Services Director and the Bus Mechanic.

**SECTION II  
Health Insurance**

Regular bus drivers whose regularly work 30 hours per week or more may participate in the school district's group health insurance plan as follows:

<b>Regular Bus Driver who:</b>	
Regularly drives less than 30 hrs/wk	<i>Is not eligible to participate.</i>
Regularly drives 30 hrs/wk or more	<i>May participate with the school district contributing the cost of single health insurance.  During summer lay-off, the entire cost of the health insurance policy will be paid by the participating bus driver.</i>

Effective April 1, 2020:

**Single or Family Plan:** The School District shall contribute \$1,000.00 per month towards either a single or family HSA compliant high-deductible health insurance plan offered by the District for bus drivers who regularly drive 30 hours or more a week employed by the School District. This contribution will be prorated based on an eight-hour work day and will be paid only during the time period in which school is in session. If the District monthly contribution exceeds the health insurance premium, the difference will be contributed to the employee's HSA account or VEBA account. The selection of the insurance carrier and policy shall be made by the School District. There shall be no cash paid in lieu of insurance premiums.

During the summer lay-off, the entire cost of the health insurance policy will be paid by the participating bus driver.

**SECTION III  
Sick Leave**

**1. Sick Leave Granted**

Regular bus drivers shall be granted fifteen sick leave days per year, prorated from a full-time, eight hour per day employee sick leave benefit maximum. The sick leave granted each regular bus driver will be recorded in hours, based on their regular route driving time plus additional assigned driving time (excluding extra-curricular driving.)

Regular bus drivers will be allotted sick leave hours at the beginning of the fiscal year based on their regular route hours. At the end of the fiscal year all additional assigned driving hours (excluding extra-curricular driving hours) for the school year will be totaled and additional sick leave hours apportioned to the regular driver's sick leave hour accumulation. However, if a regular bus driver's sick leave accumulation falls too low to cover a needed period of sick leave usage sometime prior to the end of the school year, the additional driving hours from the beginning of the school year to that date would be analyzed and apportioned at that time.

Unused sick leave may accumulate to 182 days.

**Examples**

*Employee A works eight hours per day, 175 days during the school year, for a total of 1,376 work hours. Employee A would have a full-time equivalency of 1.00.*

*Employee A is granted 15 sick leave days for the school year. This would equate to 120 sick leave hours for Employee A (15 days times 8 hours per day times Employee A's full-time equivalency of 1.0.)*

*Employee A's unused sick leave may accumulate to 182 days, (1,456 hours--182 days times 8 hours times Employee A's 1.00 full-time equivalency factor.)*

*Employee B works four hours per day, 175 days during the school year, for a total of*

*688 work hours. This would give Employee B a full-time equivalency of .50--688 work hours divided by 1,376 full-time work hours.)*

*Employee B is granted 15 sick leave days for the school year. This would equate to 60 sick leave hours for Employee B (15 days times 8 hours per day times Employee B's full-time equivalency of .50.)*

*Employee B's unused sick leave may accumulate to 182 days, (728 hours --182 days times 8 hours times Employee B's .50 full-time equivalency factor.)*

**2. Determining Sick Leave Paid**

Sick leave paid to a regular bus driver will be based on the number of hours driven by the bus driver on his/her regular bus routes plus the number of assigned additional driving hours (excluding extra-curricular driving) during the payroll period that the sick leave is used.

If a bus driver has not worked during the payroll period when the sick leave is used, sick leave hours paid will be based on regular bus route hours plus assigned additional driving hours (excluding extra-curricular driving ) during the last previous payroll period the bus driver worked.

**3. Family Illness or Death**

Up to five days of accumulated sick leave may be used for serious illness or death in the immediate family. Immediate family, for the purpose of this section, shall be limited to mother, father, sister, brother, wife, husband, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandmother, grandfather or a dependent member of the employee's household.

**4. Notification to Supervisor**

A bus driver shall notify his/her immediate supervisor as soon as possible of his/her going on sick leave so that arrangements may be made for a substitute bus driver.

**5. Earned Sick and Safe Time (ESST)**

A bus driver who is classified as part-time and works at least 80 hours in a year shall receive Earned Sick and Safe Time (ESST). This will be accrued at the rate of one hour of ESST time for every 30 hours worked. An employee can accrue at

least 48 hours of ESST every year and hours. The District may require documentation from an employee when ESST is used for more than three consecutive scheduled workdays. ESST can be used for:

- 1) The mental or physical illness, treatment or preventative care of an employee or their family member;
- 2) Absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- 3) Closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- 4) Making funeral arrangements, attending a funeral service or memorial or addressing financial or legal matters that arise after the death of a family member.

#### SECTION IV Employment Policies

Regular and substitute bus drivers will advance on the salary step schedule in accordance with the following paragraphs in this Section:

##### 1. Salary Schedule Advancement

Regular bus drivers will be given credit for one year of service after 300 hours of service on a regular route (trip routes are not included). No more than one year of service can be obtained in a fiscal year. (Fiscal years for the school district are from July 1-June 30)

##### 2. Re-employing Former Bus Driver

When a former bus driver reapplies for employment as a bus driver with the school district and is rehired, the former bus driver will be placed on the salary schedule as follows:

*The number of months of the lapse in employment with the Transportation Department of the school district will be deducted from the step which the driver was on when previously employed.*

*(Example: A former bus driver on Step 4 left the school district's employment. Said bus driver was rehired by the school district after a period of two years. Upon*

*may roll over unused ESST to the next being rehired, said former driver would be placed on Step 2.)*

##### 3. Snow Days/School Cancellation

Regular and sub drivers shall be eligible for up to 5 days (am/pm route) if school is called off by the District due to weather or other emergency.

##### 4. Extracurricular late notice cancellation

If an extracurricular driver's trip is cancelled or postponed within 12 hours of posted departure time, they shall receive three (3) hours of pay at their regular rate.

#### SECTION V Paid Personal Leave and Leave of Absence

##### 1. Paid Personal Leave

Two paid personal leave days are available for regular bus drivers as follows:

*No more than two bus drivers shall be granted paid personal leave days on any single day of the contract year. Applications will be reduced to two, if needed, by seniority.*

*These days are not cumulative.*

*A Bus Driver who does not use any or all of their paid personal leave days allocated each school year shall be paid for the days unused at the normal daily rate. This payment will be made with the first regular payroll in July.*

##### 2. Leave of Absence

A regular bus driver may apply to the Board of Education for approval of a one year leave of absence without pay. Following the one year leave of absence, the bus driver may return to employment provided that the bus driver gives written notification to the Transportation Services Director thirty (30) days prior to his/her intended return.

A bus driver returning from a one year leave of absence will advance to the next step on the salary schedule with no step deduction, provided that all time requirements for step advancement have been met.

*(Example: Bus driver A is paid at Step 5 during the current school year. Bus driver*

*year up to a maximum accrual of 80 ESST A is granted a one-year leave for the next school year. Bus driver A will return to work for the following school year at Step 6.)*

#### SECTION VI Duties and Responsibilities

It is the responsibility of the bus driver to:

1. Report mechanical problems immediately to the Transportation Services Director or to the Bus Mechanic.
2. Keep the inside of the bus clean and neat.
3. Keep the windows of the bus clean, inside and out.
4. Maintain discipline on the bus according to the school district's discipline policy.

#### SECTION VII Bus Driver Physical Examination

The school district shall pay for the basic physical examination that is required annually for renewal of the bus driver's license. If drug testing and medical certificate exams are needed and the employee is not already on duty, they will be compensated three (3) hours at their regular rate of pay but not less than driver at step 1.

#### SECTION VIII Workshop and Inservice Days

1. Regular bus drivers will be paid their regular hourly rate for attending all scheduled inservice sessions.
2. Substitute bus drivers will be required to attend all scheduled inservice sessions and will be paid at their regular rate of pay but in no case less than the step 1 driver hourly rate for their attendance at inservice sessions.
3. Whenever possible, inservice sessions will be scheduled outside regular business hours (8 am-5 pm.)

**SECTION IX  
Guaranteed Days**

Regular bus drivers shall be guaranteed a minimum number of days that will be equal to the number of student days on the official school calendar. *(This does not include workshop/in-service days.)*

**SECTION X  
Routes**

All rural routes in the a.m. and p.m. shall be considered a minimum two-hour route for hourly drivers only.

**SECTION XI  
Holidays**

The following eight (8) holidays shall be recognized as paid holidays for regular bus driver employees:

- Thanksgiving Day*
- Thanksgiving Day Friday*
- Christmas Eve*
- Christmas Day*
- New Year's Day*
- President's Day (if no school)*
- Good Friday*
- Memorial Day*

Payment for holidays will be based on the morning route or afternoon route the bus driver regularly drives per day.

**SECTION XII  
Salary**

Salary schedules for 2024-2025 and 2025-2026 are listed in Appendix A and are a part of this agreement.

**SECTION XIII  
Retirement**

**1. 403(b) Match**

The School District is to provide a 403(b) matching program in conformance with IRS regulations for any regular route am and pm Bus Driver. Matching funds in the amount of \$400.00 per calendar year will be deposited in a 403(b) account with a financial institution, chosen by the employee from the list approved by the Board of Education. To be eligible for this benefit, the employee must contribute up to the School District's contribution through semi-monthly payroll deductions.

**2. Life Insurance**

All regular am and pm route drivers will be eligible for a \$25,000 life insurance policy paid by the District while employed.

**3. Severance**

Upon severing service with the District, Drivers that have been employed a minimum of ten (10) years with the District will be paid 1/3 of their accumulated sick leave at their current regular rate of pay.

**SECTION XIV  
Recruitment/Training**

The District will compensate all new bus drivers \$1,000 to offset the time obtaining their CDL with Bus endorsement once they become properly licensed. The employee will be eligible to receive this one-time stipend after completing one year of service with the District. All drivers are eligible for this one-time payment regardless of being new or a rehire.

**SECTION XV  
Travel Expenses**

Extracurricular drivers will not need to submit receipts for meal expenses and would qualify for the per diem rate due to hardship of getting receipts at events. This applies only to events out of the Crookston District area. Breakfast will be reimbursed only if the driver is clocked in prior to 7:00 am and dinner only if the driver is clocked out after 6:00 pm.

*IN WITNESS whereof, the parties have executed this agreement.*

**FOR THE BUS DRIVERS:**

7/30/24 \_\_\_\_\_ Terry Haaven  
Date Bus Driver

7/30/24 \_\_\_\_\_ Frank Fee  
Date Bus Driver

**FOR IND. SCHOOL DIST. 593:**

8-7-24 \_\_\_\_\_ Frank Fee, Chairperson  
Date

8-7-24 \_\_\_\_\_ Tim Dufault, Head Negotiator  
Date

# APPENDIX A

## CROOKSTON PUBLIC SCHOOLS

### BUS DRIVERS SALARY SCHEDULES 2024-2026

Years of Experience:	2024-2025	2025-2026	
1-3 Years	\$27.50	\$28.50	<i>Per hour</i>
4-6 Years	\$28.50	\$29.50	<i>Per hour</i>
7-9 Years	\$29.50	\$30.50	<i>Per hour</i>
10+ Years	\$30.50	\$31.50	<i>Per hour</i>

**EXTRA TRIPS:**

Out-of-town Extra-Curricular Trips

2024-2025	\$23.00 per hour
2025-2026	\$24.00 per hour

**Additional Cash Compensation:** *(pay will begin only after the employee has reached the 10<sup>th</sup> step)*

Effective July 1, 2022	10-14 Years of service	\$0.10/hour
	15-19 Years of Service	\$0.15/hour
	20 + Years of Service	\$0.20/hour