

SPECIAL USE OF SCHOOL BUSES

The Superintendent is directed to limit the use of the buses which are owned and operated by the School Board, which buses and the fuel they consume are exempt from the payment of all Federal Excise Taxes. Use of buses is limited to public school purposes and organized activities, which involve children of school age. Any exception to this rule shall be made only by the direct action of the Board upon receipt of written request by the organization three days prior to regularly scheduled Board meetings and seven days prior to the trip.

- A. All organizations requesting the use of School Board owned buses shall:
 - 1. Assume the responsibilities for payment of the operator's salary and payment to the School Board a per-mile fee equal to 50% of the cost of one (1) gallon of fuel, at the time of travel, with a minimum per-mile fee of \$2.25 per mile.
 - 2. Such organizations shall assume all liabilities for operation of bus, including but not limited to, auto liability and physical damage of bus. Organizations shall execute a lease agreement for each use and shall provide insurance coverage satisfactory to the Risk Manager.
 - 3. Provide a Certificate of Insurance evidencing Automobile Liability coverage for the organization with; (1) minimum limits of \$1,000,000.00 per accident, (2) the Terrebonne Parish School Board named as an Additional Insured, and (3) physical damage coverage covering comprehensive and collision damages to the bus.
- B. School-sponsored activities will pay \$.75 per mile and payment to the School Board the amount reimbursed to the operator for meals, lodging, parking fees, and toll fees. All fees will be charged to and from the domicile of the bus.
- C. During the summer months, the Terrebonne Parish Parks and Recreation Board will assume the responsibilities above, with the exception that Terrebonne Parish Parks and Recreation Board will administer its own payroll.

EXTRA TRIPS

A. Assignment of Operators/Substitutes

1. All regular bus operators and substitute operators may drive long or short extra trips. Operators are to register for the long extra trip list or, the short extra trip list, or for both lists maintained for the area of their regular route. Operators will register to drive extra trips at the beginning of each school year, at mid-term, and at the time, they are hired as permanent operators. Operators/substitutes may remove their names from the lists at any time.
2. The Supervisor of Transportation or designee will place the names of operators/substitutes who chose to participate in extra trips on the long trip list and/or the short trip list. All operators/substitutes will be listed according to continuous seniority in the area in which he/she drives. Extra trips will be assigned on a rotational basis on each list with the most senior operator or substitute having the least amount of time worked within the given week. When necessary, the Supervisor of Transportation or designee has the authority to assign operators to a trip regardless if said individual is on the trip list or not. In the event an operator/substitute refuses, a trip, for any reason, said operator/substitute will lose his/her turn until his/her name comes up in the normal rotation.

3. Operators who qualify:

a. Regular operators and substitute operators

All trips that occur between the hours of 9:00 A.M. - 2:00 P.M. and after 4:00 P.M.

All trips during morning or afternoon route time must be approved by the Superintendent and/or designee.

Substitute operators will be considered, as needed, as determined by the Supervisor of Transportation.

b. Substitute operators

All trips that occur during routes (6:00 A.M. - 9:00 A.M. and 2:00 P.M. - 4:00 P.M.) or any trips that are all day (includes overnight trips) and started during morning or afternoon route times.

- c. In order to ensure equitable assignment of extra trips, the Supervisor of Transportation or designee will balance the number of trips offered based on the above criteria.
- d. In the event a regular operator's hours worked in a work week exceed 40 hours, as a result of extra trips, the regular operator's compensation will be calculated for the work week in accordance with the provisions of the Fair Labor Standards Act and implementing regulations.

B. Locations in or near Thibodaux and in or near Raceland will be considered short trips. All locations in Terrebonne Parish will be considered short trips.

Operators/substitutes having to borrow another bus to make a trip must return the vehicle in the same condition it was taken. Operators/substitutes driving extra trips will utilize spare buses.

C. Requisition and Reimbursement for Extra Trips

- 1. All trips will be by requisition through the Transportation Department.
- 2. Money for salaries and expenses will be made payable to the Terrebonne Parish School Board.
- 3. Trip Pay
 - a. Operators/substitutes will be paid the Board established hourly rate for part-time positions.
 - b. Operators/substitutes will be compensated from the time he/she boards the bus until the bus is parked at the conclusion of the trip.
 - c. On overnight trips, an operator/substitute will be paid \$10.00 per hour for actual time worked, with a minimum of 5 hours. A operator/substitute shall not be allowed to work more than 15 hours or drive more than 10 continuous hours in a 24 hour period.

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