



File EOB-E

**BUS DRIVER EXTRA-CURRICULAR ACTIVITIES TRAVEL**

Guidelines for the assignment and payment of Bus Drivers

It is the goal of the Portage la Prairie School Division to provide Drivers and vehicles for the extra-curricular activities of its students at the most reasonable cost possible, while at the same time ensuring fair remuneration for the Bus Drivers concerned.

The following guidelines will be used to ensure fairness both in the payment of the Drivers and in the assigning of the extra runs.

1. Drivers (regular and spare) wishing to take extra-curricular runs during the school term must sign a notice of intention at the beginning of each school year.
2. Extra-curricular runs will be assigned by the Supervisor of Operations or his delegate. Regular drivers will be given first priority when extra-curricular runs are assigned, providing the extra-curricular run does not conflict with regular runs and does not put the regular driver in an overtime position. Spare drivers will be assigned in those cases.
3. Regular drivers may take a non-reoccurring extra-curricular run that is longer than their daily regular bus run, provided that a spare driver is available to take their regular run and that drivers are deducted their regular run wages for that day.
4. Overtime shall be paid for a bus assignment in excess of eight (8) hours per day as per the Employment Standards Code. Overtime shall be authorized by management in extraordinary circumstances such as a bus break down, delays due to storm conditions, extra-long trips, etc. Overtime shall be paid at 1.5 times the regular extra-curricular hourly rate.
5. When an extra-curricular transportation request is received from the school, the driver will be selected and the original transportation record will be placed in his/her route slot. Upon completion of the trip the mileage from the compound back to the compound will be recorded as well as the compound return time. This will be signed by the Teacher or parent supervising the trip. Payment will be calculated from the time of pick-up to the return time to the bus compound, having parked, and if necessary, cleaned the vehicle. Fifteen (15) minutes will be added to the trip time to ensure the driver has sufficient time for the proper daily inspection.
6. The above method of payment of fifteen (15) minutes will not apply when the extra-curricular run commences within one hour after the driver's morning run and/or ends one hour prior to the start of the driver's afternoon run as the Daily Inspection will have been performed in accordance with the regular bus run. In those cases the actual run time would apply.

**PORTAGE LA PRAIRIE SCHOOL DIVISION**  
**Section E: Operations (Property And Transportation)**

FILE EOB-E

7. Drivers who live outside of Portage and keep their buses at home will be expected to provide their own means of transportation to and from the compound for extra-curricular runs, unless they are specifically requested to use their buses or unless the run to Portage can be done in conjunction with their regular run, thus not incurring any dead head miles.
8. Some co-curricular runs are done over an extended time (Shops/Hockey Academy, B-Block, etc.). These co-curricular runs will be posted and will be awarded equally among those who qualify. Drivers who do not sign up for extra-curricular runs may still sign up for co-curricular runs.
9. Because overnight runs occur infrequently, each eligible bus driver will be given an opportunity to express his/her interest. The successful driver will be drawn by lot. This driver would, then, not be eligible for any future overnight runs during that school year.

The method of payment for overnight runs will be as follows:

1. Actual driving time at the current pay scale.
2. Waiting time at minimum wage (set by Manitoba Department of Labour).
3. Ten (10) hours of rest time each twenty four (24) hours at no cost.
4. In the case of a part day, either the total of 1, 2, and 3, or eight (8) hours at the driver's rate, whichever amount is greater.
5. Actual cost of accommodation.
6. Meal allowance will be paid as per current Division guidelines (receipts required).

**Extra-curricular Transportation Rates:**

Extra-curricular transportation rates for Division-owned school buses shall be established by the Board. Rates shall be based upon kilometers travelled, exclusive of the driver's time. Generally, rates will be established to coincide with the start of the fiscal year.