

## EXTRA DUTY ASSIGNMENTS – BUS DRIVERS

### Purpose

The purpose of this policy is to provide a clear procedure for assigning extra-duty bus transportation for McDowell County Schools' students, faculty, and staff and shall apply to all extra-duty assignments. It shall be understood that the first priority each day must be transporting students to and from their respective schools. All other requests for transportation are secondary to this mission.

Any curricular or extra-curricular trip that may come into conflict with the primary mission of the Department of Transportation will become secondary. Trips determined to be secondary will be filled based upon the availability of bus personnel once all primary mission functions have been completed. Buses will not be pulled from regular routes to accommodate extra-duty trips without the approval of the Director of Transportation.

### Definitions

Work Schedule – defined as all duties assigned from the first pre-trip inspection time in the AM, through the last post trip inspection in the PM. These duties and times are inclusive of runs and duties during the regularly scheduled work hours and all extra-curricular runs/assignments.

Off Duty Time – Time uncompensated by any employer.

On Duty Time – Time for which the bus operator is being compensated by any employer.

Extra-Duty Assignments – as defined in W.Va. Code §18A-4-8b(f), refers to an irregular job that occurs periodically or occasionally such as, but not limited to, field trips, athletic events, proms, banquets, and band festival trips.

### Procedures

W.Va. Code §18A-4-8b(f) states:

Notwithstanding any other provisions of this chapter to the contrary, decisions affecting service personnel with respect to extra-duty assignments are made in the following manner:

- (A) A service person with the greatest length of service time in a particular category of employment is given priority in accepting extra-duty assignments, followed by other fellow employees on a rotating basis according to the length of their service time until all employees have had an opportunity to perform similar assignments. The cycle is then repeated.
- (B) An alternative procedure for making extra-duty assignments within a particular classification category of employment may be used if the alternative procedure is approved both by the county board and by an affirmative vote of two-thirds of the employees within that classification category of employment.

Drivers must be allowed 30 minutes for pre and post-trip inspections and fueling.

References: WV Code 18A-4-8b

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