

Paramus Board of Education

Transportation Driver Employment Handbook

July 1, 2023- June 30, 2024

INTRODUCTION

Bus Drivers perform a valuable service, which is important to maintaining the safe and efficient operations of the Paramus Public Schools.

This booklet is intended to help the Bus Drivers and Transportation Department and Building level school administrators understand the role of Bus Drivers and make recommendations for their efficient utilization.

Any questions regarding the enclosed information may be directed to the Office of Human Resources.

This handbook is directed to the district bus drivers, (hereafter referred to as “employees”).

I. Pay

The Board of Education will determine the drivers’ contract each year based on the hours required to perform the designated work. The Transportation Coordinator will determine the time necessary to complete the route, providing for round trip transportation, fueling, vehicle pre-trip inspection, clean-up, etc. Extra work in excess of the contracted amount will be paid at the employees’ hourly rate in accordance with the salary guide provided in Appendix A.

Overtime shall be paid for any hours worked in excess of 40 hours of actual work in any one work week, and overtime shall be paid on Sundays and holidays as listed in Appendix A. Overtime is calculated at a rate that is one and one half (1½) times the regular hourly rate.

II. Benefits

Employees with a contract of thirty (30) or more hours a week will be eligible for the following Board sponsored benefit programs:

Medical: Medical coverage in accordance with a plan designated by the Board of Education. Employee benefit contributions will be determined based on the State of New Jersey Chapter 78 guidelines.

Prescription: Prescription coverage in accordance with a plan designated by the Board of Education. Employee benefit contributions will be determined based on the State of New Jersey Chapter 78 guidelines.

Dental/Vision: The Board shall provide and pay the full premium for a Delta Dental program for the employee and his/her family. This plan shall have a maximum payment for dental services to the service provider of \$1,700 per person, per year. The Board may substitute or replace this coverage with a substantially equal or better plan.

The Board shall provide and pay the full premium for a Vision Care Optical plan for the employee and his/her family. This plan shall provide a vision screening at no cost with a thirty-five dollar (\$35) copay for eyeglasses. The Board may substitute or replace this coverage with a substantially equal or better plan.

Employees are not eligible to participate in the district’s health benefits waiver plan.

III. Leaves

Sick Leave – Employees shall receive ten (10) sick days annually. Unused sick leave shall accumulate without limitation.

Personal Leave – Employees shall receive three (3) personal days annually. These days shall not accrue from year to year. **Due to transportation needs of the district at the opening of school and the addition of field trips at the end of the year, personal days may be used October 1st-April 30th.**

IV. Work Year

The work year shall consist of all days that students actually attend school and a day to drive the route prior to the first day of school for students. Additional days may be added to the work year as deemed necessary by the Board.

V. Other Benefits

The Board shall reimburse the employee for the criminal background check and DOT physical required to maintain their CDL in good standing. The employee shall be responsible for the license renewal fees.

VI. Job Description

The employee shall be responsible for the tasks delineated in the Board approved job description in Appendix B.

VII. Driver Availability

Additional work such as trips, clubs and sports, will be posted and assigned on a rotating basis. If no one signs for the work, the supervisor may assign the work to any driver as he/she deems appropriate to meet the needs of the students and the district.

VIII. Retirement

All drivers who shall retire and who shall have rendered fifteen (15) or more years of service to the Paramus School System shall be eligible for a retirement stipend. The stipend shall be determined by multiplying the sum of \$40.00 by 50% of the number of accumulated sick leave as of the date of retirement. This benefit shall be paid within sixty (60) days of the date of retirement. The stipend shall be deposited into a tax-sheltered annuity plan sponsored by the Board.

The maximum sick leave retirement stipend for all employees shall not exceed \$2,500 per employee.

Appendix A

Chart A

Hours Worked	Regular Rate	O/T (1.5)
Contracted Hours	X	
Extra Work up to 40 Hours per week	X	
Extra Work over 40 Hours per week		X
Sunday/Holiday		X

Chart B

Step	REGULAR HOURLY 2023-2024 RATE	Overtime Rate Over 8 hrs/day, Weekend/Holidays
1	\$34.05	\$51.08
2	\$34.60	\$51.90
3	\$35.90	\$53.85
4	\$37.25	\$55.88
5	\$38.55	\$57.83
6	\$39.70	\$59.55
7	\$40.70	\$61.05
8	\$41.10	\$61.65
9	\$42.85	\$64.28

Holidays for the purposes of determining overtime

Labor Day
Thanksgiving
Day after Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve
New Year's Day
President's Day
Good Friday
Memorial Day
Independence Day, July 4

Appendix B

PARAMUS PUBLIC SCHOOLS

JOB DESCRIPTION

TITLE: SCHOOL BUS DRIVER

QUALIFICATIONS:

1. Valid Commercial Driver's License
2. Minimum safe driving experience as determined by the Board.
3. Sufficient mechanical aptitude to diagnose minor problems
4. Successful completion of drug and alcohol testing.
5. Current DOT physical
6. Required criminal history background check as conducted by the Office of Criminal History and Paramus Police Department.
7. Required proof of US citizenship or legal resident alien status.

REPORTS TO: TRANSPORTATION COORDINATOR

JOB GOAL: To transport pupils and other authorized personnel in a safe and efficient manner and perform all activities related to the operation of the school bus.

PERFORMANCE RESPONSIBILITIES:

1. Conducts a pre-trip safety inspection of the bus prior to every trip and completes the School Bus Condition Report.
2. Reviews bus routes and directions prior to start of route.
3. Notifies the transportation supervisor of any mechanical malfunctions and/or safety hazards.
4. Adheres to established routes, designated bus stops, and keeps to assigned time schedule.
5. Transports only authorized pupils and personnel, and ensures that all students have left the bus at the end of the route.
6. Obeys all traffic laws and observes mandatory school bus safety regulations.
7. Observes all mandatory safety regulations for school buses and keeps all emergency exits clear from obstructions.
8. Secures wheelchairs, car seats, and other retraining devices on the bus as needed.
9. Maintains discipline on the bus and reports violations to the building principal or other authorized individual.
10. Reports all accidents and pupil injuries and completes required reports.
11. Conducts emergency evacuation drills in accordance with board policy, and instructs passengers regarding safety regulations and other bus rules.
12. Performs interior bus cleaning duties daily, cleans windows and exterior as needed, and refuels the vehicle.
13. Regulates heating, cooling, and ventilating equipment provided on the bus for the comfort of passengers.

14. Returns the bus to the assigned bus lot, performs a final inspection, and secures the bus according to procedures.
15. Participates in all required training.
16. Submits to drug testing when required.
17. Performs light maintenance (check and replace water, antifreeze, oil, and battery water; adds air to tires; replaces burned out bulbs) as necessary.
18. Performs any other related duties as assigned by the Transportation Coordinator or other appropriate administrator.

TERM OF EMPLOYMENT: Salary and work year to be determined by the Board of Education

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Non-Certificated staff.

Adopted by: Board of Education
Date: June 18, 2018

How To Submit an Absence in Absence Management

To submit an absence in Absence Management, also known as Aesop, you must log in with the same credentials you use for Frontline Central.

[Click here to log into Absence Management.](#)

frontline
education

Absence Management

Formerly Aesop

Sign In

ID or Username

PIN or Password

[Sign In](#)

[Forgot ID or Username](#) | [Forgot PIN or Password](#)

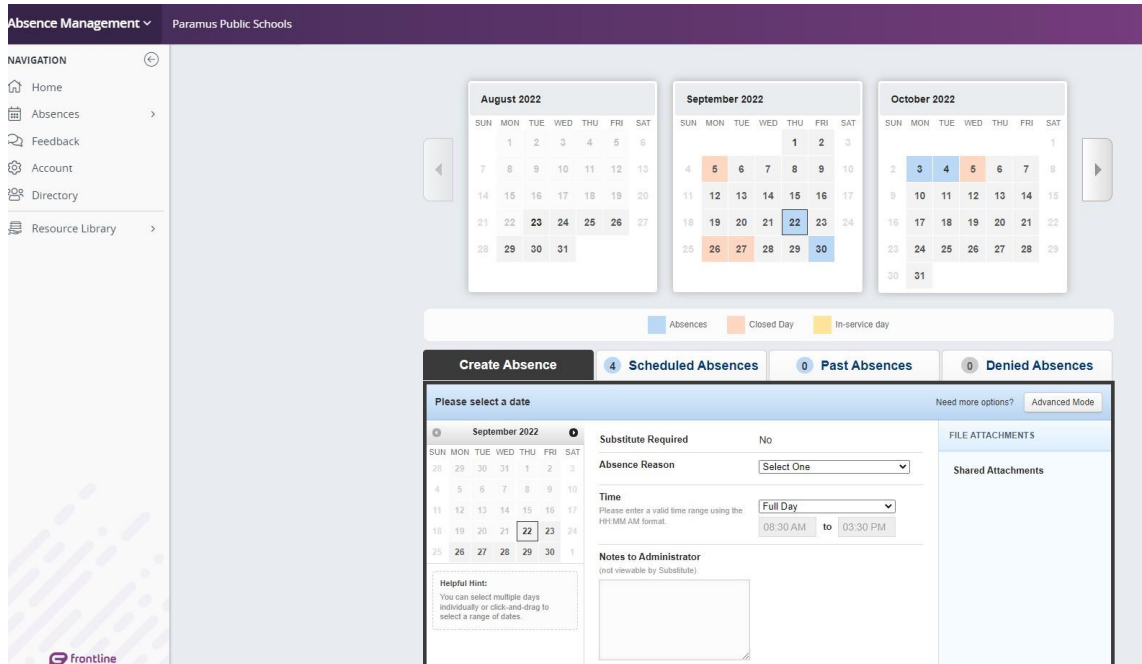
[Or Sign In with Organization SSO](#)

Frontline Education with EdWeek:
Year-Round Recruiting Webinar

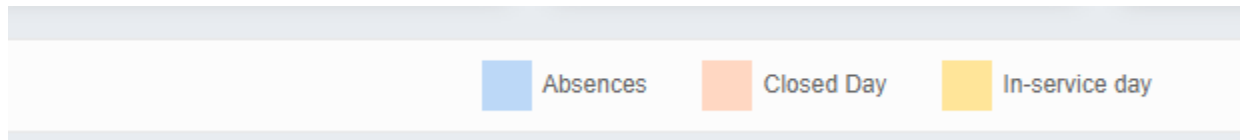
[Save Your Seat →](#)

Once logged in, you should see your home screen.

Here is an example of an employee's screen when they log in:



Please take note of the legend in the middle of the screen.



The blue absences show absences you have already entered, the pink show days the district is closed, and the yellow shows in-service days.

To submit an absence, please look at the bottom of the screen-

The screenshot shows a web interface for creating an absence. At the top, there are three colored boxes: a blue box for 'Absences', an orange box for 'Closed Day', and a yellow box for 'In-service day'. Below this is a navigation bar with three tabs: 'Create Absence' (active), '4 Scheduled Absences', '0 Past Absences', and '0 Denied Absences'. The main content area is titled 'Please select a date' and includes a calendar for September 2022. The 22nd is selected. To the right of the calendar are several form fields: 'Substitute Required' (No), 'Absence Reason' (Select One), 'Time' (Full Day, 08:30 AM to 03:30 PM), and 'Notes to Administrator' (255 character(s) left). A 'Helpful Hint' box is also present. At the bottom right, there are 'Cancel' and 'Create Absence' buttons.

On the calendar, you will select the day you wish to request off.

In the middle of the screen, you will select your absence reason. Once you select your absence reason, you will need to select whether you will be out the full day, Half Day AM, or Half Day PM.

If you need to enter a note into your administrator, this is the time to enter it.

Then, you can select Create Absence to submit your absence.

Once your administrator approves of your absence, you will receive an email from Aesop, informing you it has been approved. You will also receive a confirmation number.

