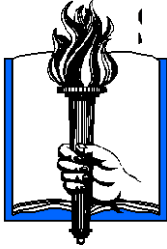


**MURFREESBORO CITY SCHOOLS  
ADMINISTRATIVE DIRECTIVES**



<b>Descriptor Term:</b>	<b>Descriptor No:</b>	<b>Effective Date:</b>
<b>Transportation Employees</b>	<b>AD SS5</b>	<b>1/96</b>
<b>Reviewed/Revised:</b>		
<b>8/01; 9/01; 8/03; 7/04; 6/08; 8/14; 9/15; 7/19</b>		

1 The Transportation Supervisor shall have the responsibility of scheduling bus drivers so that the  
 2 majority of transportation demands, excluding field trips, can be met within a normal workday.  
 3 Field trips shall be distributed among drivers in such a manner that overtime pay will be  
 4 minimized.

5  
 6 Regular runs are defined as any run that results in delivery of students to and from their homes to  
 7 school during the normal school day. Regular runs do not include after school grant-funded  
 8 runs, lunch runs, pony, or field trips. Pay calendars for drivers shall not exceed 180 days for  
 9 regular runs and 20 days for holidays, inservice, etc.

10  
 11 All runs shall be paid based upon actual time spent on the run, which shall be recorded on a daily  
 12 time log and be submitted with the bi-weekly time sheets to payroll. Paychecks will be based  
 13 upon actual time worked--there is no "guaranteed" time except for the two-hour minimum  
 14 payment for local field trips.

15  
 16 The following additional procedures will be observed:

- 17
- 18 • All routes, including the regular runs, and any others, as well as routine bus cleaning, are
- 19 expected to be accomplished during the workday. The Transportation Supervisor shall
- 20 distribute the workload among all staff, including field trips, so that no individual works
- 21 more than 40 hours per workweek without approval from the Finance Director. Bus
- 22 driver daily time logs should reflect the actual time spent for each of these activities.
- 23 • Time away shall not be reported as work time. Appropriate leave must be taken.
- 24 • Sick leave shall be earned as determined by board policy for classified staff.
- 25 • Bus aides shall be used first for special education and then placed on buses with the most
- 26 discipline problems recorded, and should be paid only for the hours spent on those routes.
- 27 Bus aides may be used for lunch runs and regular runs.
- 28 • Field trip reimbursements from schools shall be paid according to the annual field trip
- 29 calculation sheet. Drivers will be paid actual time worked for all field trips.
- 30