

SCHOOL BUS DRIVER SALARY AGREEMENT AND INSTRUCTIONS GUIDELINES FOR ESTABLISHING A DAILY RATE OF PAY FOR BUS DRIVER SALARIES

1. AGREEMENT

Local boards of education shall enter into an agreement with each bus driver for the purpose of establishing the basis for a rate of pay for each day worked. The agreement must also state that employment is not necessarily guaranteed for the year. The agreed upon pay rate shall be governed by the following:

A. DAILY ROUTE MILEAGE

This mileage should be determined at the time the bus route is established by the use of a tachograph, odometer (bus or service vehicle), TIMS, a route mileage gauge or a combination of methods. This mileage will be included and will become a part of the agreement.

B. DAILY ROUTE TIME

State funds will be allotted to cover all authorized time which includes all route time incurred by buses operated from approved staging areas including the driver's home, if the bus parks there, necessary layover and travel between runs when buses are assigned to two or more runs, cleaning time, inspection time and time pupils are assigned to buses. Do not include other non-pupil contact driver time e.g. waiting for buses to be serviced, trips authorized to private residences or businesses for parking during the school day, and other bus use not directly related to transporting pupils.

C. HOURLY RATE OF PAY

The monthly pay range for bus drivers is based on state pay grade 51 according to the North Carolina State Salary Schedule for Public School Personnel. LEAs are cautioned that state funds cannot be used to pay bus drivers salaries above the maximum in the State Salary Schedule for public school personnel. Any excess driver pay should be paid from local funds. Also, state funds cannot be used to pay bonuses or incentive pay to drivers unless specifically authorized by the General Assembly.

D. BUS DRIVER COMPENSATION FORM

The enclosed "Bus Driver Compensation Form" may serve your purpose, but this does not preclude a school unit from developing its own form. However, we do feel that the data shown on the enclosed form (especially the note) should be included on a form developed by a local unit.

2. FACTORS INFLUENCING BUS DRIVER SALARIES

- A. Salaries (including leave compensation), along with other transportation costs, must be set by each local unit so that the unit's total annual dollar allotment for transportation (program code 56) is not exceeded.
- B. Salaries must comply with the Fair Labor Standards Act with respect to overtime in that time one-half must be paid for all time over a 40-hour week.
- C. Salaries paid from state funds shall be in accordance with the state adopted salary schedule.

3. MINIMUM VACATION LEAVE FOR BUS DRIVERS

All regular school bus drivers, who have been employed for at least one academic year and who are not entitled to more than one day of paid vacation leave, are entitled to one day of paid vacation leave in each subsequent school year.

4. BUS DRIVER CONTRACTS AND THE FAIR LABOR STANDARDS ACT

Even though agreements may be used for establishing payment for school bus drivers, bus drivers are subject to overtime provisions of the Fair Labor Standards Act. OVERTIME RATES MUST BE PAID FOR HOURS WORKED IN EXCESS OF 40 HOURS IN A WEEK. THE HOURS ACTUALLY WORKED, NOT THE HOURS OF WORK SPECIFIED IN AN AGREEMENT, CONTROL ENTITLEMENT TO OVERTIME PAY.

**BUS DRIVER COMPENSATION FORM
DAILY RATE OF PAY**

This document is entered into for the purpose of establishing a daily rate of pay for the 20xx-00 school year which is to be paid by the _____ Board of Education to

(Name of Driver)

The following data have been used as the basis for determining a daily rate of pay:

Daily Route Mileage (round trip) _____

Pre-trip Inspection Time (tenths) _____

Morning Route Time (hours & tenths) _____

Afternoon Route Time (hours & tenths) _____

Post-trip Inspection Time (tenths) _____

Total Daily Route Time _____

(a)	(b)	(c)
Total	Hourly	Daily Rate
Daily	Rate	of Pay
Time	of Pay	(a x b)
_____	_____	_____

NOTE: This is not an employment contract and does not guarantee employment for the entire school year. The sole purpose of this form is to establish the rate of pay for each day worked. If route time changes significantly during the school year, the rate of pay will be adjusted accordingly.

Signed _____
Local Unit Designee

Date _____

Signed _____

Date _____