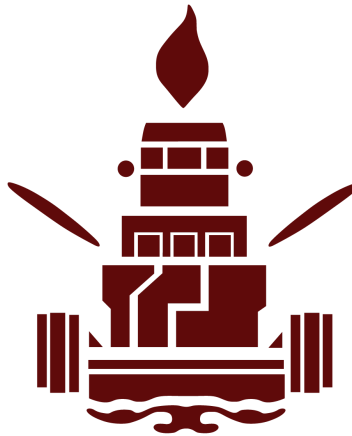


LOCKPORT TOWNSHIP HIGH SCHOOL DISTRICT 205

Lockport, Illinois 60441



SALARIES, FRINGE BENEFITS AND WORK PROCEDURES

TIER V

Positions:

Bus Driver

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I. INTRODUCTION

A. PURPOSE

1. The purpose of these written policies is to provide a means for a clear understanding of the roles and responsibilities of the administrators in the district and of the conditions of their employment as provided by the district.
2. It is the intention that this document shall be a continuously changing instrument, to be adapted to the changing needs of the district.
3. Personnel included in these policies will be the staff members employed in certified administrative positions and any others so designated by the Board of Education.
4. Lockport Township High School is an Equal Opportunity Employer. All educational and employment opportunities will be offered without regard to race, color, national origin, age, gender, religion, and disability.

B. FAIR PRACTICES

Fairness in the treatment and supervision of all district Employees is the responsibility of the supervising administrator. The district has the obligation of providing working conditions and facilities that both support and encourage Employees to do their best for the school district. This obligation is outlined in School Board Policy 5:20 that prohibits workplace harassment. Procedures for reporting incidents of workplace harassment are outlined in Board Policy 2:260, the Uniform Grievance Procedure.

C. NON-DISCRIMINATION STATEMENT

Lockport Township High School ensures all educational and employment opportunities will be offered without regard to all legally protected categories including but not necessarily limited to race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, sexual orientation, and military status or unfavorable discharge from military service.

II. EMPLOYMENT - SALARY

A. EMPLOYMENT PROCEDURES

1. The need for the position is determined by the Assistant Superintendent for Personnel either through a vacancy or a position needs analysis.
2. If the position is already Board approved, the position will be posted for information.
3. If the position is a newly created position, the Assistant Superintendent for Personnel will present the position needs analysis to the Board for approval.
4. The supervising administrator(s) will interview candidates and make a recommendation for hire to the Assistant Superintendent for Personnel.
5. The Assistant Superintendent for Personnel will then discuss the recommendation for employment with the Superintendent and present the candidate to the Board for action.

B. ONBOARDING

Prior to the Employee's first day of work, the following items must be on file at the district office:

1. Criminal History Check/Faith's Law
2. DCFS Mandated Reporter Acknowledgement
3. Physical exam form with negative TB test
4. I-9 documentation
5. Personnel file documents
6. Payroll documents
7. Technology Acceptable Use Policy
8. Other documents as deemed appropriate for position of employment

C. REQUIREMENTS FOR EMPLOYMENT AND JOB ASSIGNMENTS

1. All Bus Drivers shall be under the direct supervision of the Transportation Manager, the Transportation Training and Safety Officer, and the Director of Business Services.
2. The following are employment requirements of a Bus Driver. Applicants must provide evidence of the following criteria prior to hiring:
 - a. minimum of twenty-one (21) years of age;
 - b. current CDL with a Class B driver's license or willing to be trained to earn a State of Illinois School Bus Driver Permit (**Note: The applicant shall receive the hourly pay rate while being trained.**);
 - c. ability to pass drug test/screen;
 - d. passed the written and road tests conducted by the State of Illinois;

D. CLASSIFICATION OF EMPLOYMENT/WORK DAY/WORK YEAR

1. The employment positions, under the provisions of the Fair Labor Standards Act (FLSA), are NON-EXEMPT; thus, the Bus Drivers are eligible for overtime. Overtime will be paid for time worked beyond 40-hours of work per week.
2. Bus Drivers are employed "at-will" by the Board of Education under the provisions of Board Policy 5:270.
3. The standard work day will consist of two (2) hours for the morning run and two (2) hours for the afternoon run. The Board reserves the right to modify the length of daily runs as necessary to efficiently manage the transportation of students. (**Note: One half hour (thirty minutes) of extra pay will be added to the regular run pay for any additional work adjacent to the regular run.**)
4. The work year for Bus Drivers shall begin with an orientation session prior to the opening of the academic school year and shall end on the final day of the academic school year.
5. All new Bus Drivers must successfully complete a ninety- (90) day/semester-long probationary period. Failure to successfully complete the probationary period shall result in discharge from employment.

E. SALARY

1. A Bus Driver's hourly rate will be established each year by the Board of Education.
2. Bus Drivers will be paid bi-weekly during the academic year. When a regular pay day falls on a holiday or when school is not in session, payday shall be on the last day of school prior to the beginning of the holiday period.
3. The district business office will make payroll deductions upon written request by the employee. Deduction changes shall be made at the time of employment, annually, upon a change in status, or in case of emergency.

F. EXTRA TRIPS

1. An attempt will be made to equitably schedule the hours Bus Drivers are eligible to drive for extra trips.
2. Preference will be given to those Bus Drivers with the least amount of hours due to their weekly assignment.
3. One hour and a half (1-1/2) show-up time will be paid for canceled trips if the Bus Driver is not notified of said cancellation.
4. On weekends, there is a minimum of two (2) hours on a one-way trip.
5. For trips that occur on a Sunday or a Holiday listed in **Section IV.E**, the Bus Driver will receive his or her regular pay plus time-and-a-half.
6. Bus Drivers taking overnight trips will be paid for sixteen (16) hours work during each twenty-four (24) hour period. Ten o'clock P.M. (10:00 P.M.) to six o'clock A.M. (6:00 A.M.) will be considered rest time and thus not eligible for pay.
7. The Transportation Manager or designee reserves the right to assign extra trips as necessary considering the reliability, availability, and/or the work performance history of Bus Drivers who request extra trips.

G. REIMBURSABLE EXPENSES FOR EXTRA TRIPS

The Board recognizes that Bus Drivers on extra trips will, from time to time, need expense money to defray any miscellaneous expenses, including but may not be

limited to, tolls, parking fees, overnight lodging, fuel costs, and meal expenses (if applicable). There are two (2) options for such occurrences.

1. For expenses under twenty-five dollars (\$25.00) only, the Bus Driver can elect to use personal money to pay expenses and, upon return to the district, submit receipts for reimbursement using appropriate Business Office protocols.
2. The Bus Driver can use a District Procurement Card that will allow the Driver to charge the incurred expenses. The Bus Driver is then responsible for following the established district protocols for Procurement Card usage, including providing receipts for all expenditures.
3. Meals for bus drivers will be reimbursed if the meal is applicable to the information in the chart below:

MEAL REIMBURSEMENT	
Meals Available for Reimbursement	Breakfast, Lunch, and Dinner
Minimum Trip Time	3.5 Hours
Reimbursement	\$14.00 per Meal
Full Day Trip (16 Hours)	\$45 per Trip

H. BUS PERMIT

Bus drivers will be reimbursed four dollars (\$4.00) for the annual permit fee plus up to sixty dollars (\$60.00) on their CDL renewal.

I. REFERRAL BONUS

Existing District Bus Drivers shall be paid five hundred dollars (\$500) for successfully referring a new Bus Driver to work for the District. The referring Bus Driver shall be paid two hundred and fifty dollars (\$250) when the Board approves the hiring of the bus driver and two hundred and fifty dollars (\$250) when the new driver successfully completes the probationary period. New Bus Driver applicants should list the current District Bus Driver that referred them on the application for cross-referencing purposes.

III. GENERAL POLICIES AND JOB EXPECTATIONS

A. GENERAL SAFETY

1. Bus Drivers shall operate all LTHS buses at a speed not greater than the posted speed limit.
2. Bus Drivers are prohibited from leaving the bus with the engine running at any time.
3. Bus Drivers shall not drive school buses with the service door open at any time.
4. Bus Drivers shall not move any school bus until all students are seated and the doors are closed. No student is to be allowed to occupy a space forward of the rear of the driver's seat and/or the white line on the aisle.
5. The first responsibility of all Bus Drivers is the safety of their passengers. Therefore, no assistance shall be given by any Bus Driver to any other vehicle on the road when students are on the bus unless the Bus Driver has been directed to do so by the Transportation Manager or designee.
6. Under no circumstances shall a Bus Driver permit any other person to drive their bus, occupy their seat, tamper with the engine, or any other controls except such persons who are authorized by the Board of Education or the Transportation Manager or designee.

7. All backing of a school bus is strongly discouraged. If an accident occurs while a Bus Driver is backing up a vehicle, the Bus Driver may face disciplinary action.

B. DRIVER RESPONSIBILITY

1. **PUNCTUALITY:** The Bus Driver has the responsibility to be on time every day. They should allow plenty of time to perform a complete pre-trip Inspection for arrival at the first stop on time. A Bus Driver who arrives late for their morning or afternoon route will not receive the two- (2) hour guarantee and will be paid for actual time worked.
2. **ROUTES:** Bus Drivers shall not add or delete from established routes. If a Bus Driver feels that a stop is not safe, they should inform the office and discuss the stop.
3. **FUEL:** Bus Drivers shall never let the fuel get below one-half ($\frac{1}{2}$) tank or have to put more than forty-five (45) gallons in at a time, except in cases that are a week-end trip or very long trip. Bus Drivers should fuel the bus before or after the route, but not wait until 4:00 P.M. or later to start fueling.
4. **WINTER:** Bus Drivers will be informed when buses are to be plugged in. Bus Drivers must plug in their buses every day until told it is no longer necessary. In the case of inclement weather, the Bus Driver's is responsible for plugging in the buses between routes as well.
5. **CLEAN BUS:** Bus Drivers must sweep the bus on a daily basis and use the disinfecting wipes. Bus Drivers must follow the guidelines that have been given regarding the disinfecting of the bus.
6. **BUS CHECK:** The Bus Driver must walk the bus after the last drop-off of every route.

C. DRIVER CONDUCT

A School Bus Driver has more contact with the public than any other representative of the school system. Dress, behavior, and professionalism directly reflect upon the school district. Bus Drivers must adhere to the following directives:

1. Dress must be neat and conservative.

2. No open-toed or open-backed shoes.
3. No more than 1-inch heel.
4. No hard-soled shoes; shoes must be rubber-soled.
5. Clothes should not carry messages of liquor, tobacco, or inappropriate language.
6. Drivers should hold themselves to the highest standards.

A Bus Driver's behavior will set the tone for conduct on the bus. A Bus Driver must be in control, apply all rules equally, and never lose his/her temper. Students should never be labeled, told to "shut-up," or be treated differently due to individual characteristics. Should a student become disruptive, the Bus Driver should defuse the situation, if possible, but never argue. Repeat directions calmly and clearly.

A Bus Driver is placed in a position of great responsibility and trust. Decisions made while off duty with regards to medication or social drinking can create problems and impede the ability to drive safely. Remember that choices or mistakes can greatly affect a student's life.

D. EQUIPMENT MAINTENANCE

A Bus Driver is required to inspect his/her bus prior to and upon completion of each route. Any issues or concerns found during the inspection are to be reported immediately to the Transportation Manager or designee. Bus Drivers are also responsible for keeping their bus clean.

E. CELL PHONE USE

Under Public Act 92-0730 and SB 1795, (except in the case of an emergency), a School Bus Driver may not operate a school bus while using a cellular radio telecommunication device that impairs the safe operation of the bus. Bus Drivers are required to have their personal communication devices turned off or on a muted tone when the bus is in operation. Failure to follow this directive may result in disciplinary action.

F. BUS PERMIT REVOKED

Possession of a valid Illinois School Bus Permit is a condition of employment. In the event that a Bus Driver has his/her permit revoked, suspended, or their driving

privileges rescinded for any other reason, the circumstances will be reviewed by the Transportation Manager. The Transportation Manager will then make a recommendation to the Assistant Superintendent for Personnel as to the continued employment status of the bus driver.

G. SAFETY MEETINGS

Bus Drivers will be paid for all mandatory safety meetings.

H. SUMMER JOBS

When available, Bus Drivers will be considered for summer jobs.

I. GENERAL POLICIES

Bus Drivers shall receive a copy of all policy provisions affecting their working conditions, including all changes made effective for the current year.

J. ROUTE AND BUS ASSIGNMENTS

1. The administration has the right to determine the most practical, economic, and efficient method to map routes and schedule extra work.
2. The Director of Transportation or designee may change or alter routes as necessary.
3. The Director of Transportation or designee shall assign or reassign Bus Drivers as necessary.
4. The Director of Transportation or designee shall assign and or reassign buses as necessary.

IV. FRINGE BENEFITS AND MISCELLANEOUS WORKING CONDITIONS

A. PHYSICAL EXAMINATION

1. A physical examination by a licensed physician, performed not more than ninety (90) days preceding employment is required. The district shall pay for the cost of such examination. A tuberculosis (TB) test administered within the last ninety (90) days is also required before employment.
2. All Bus Drivers must demonstrate physical fitness to operate school buses by undergoing an annual medical examination, including tests for drugs and alcohol use, conducted by a licensed medical examiner. The district shall pay for the cost of such examination, if not covered under the employee's medical insurance coverage.

B. GROUP HEALTH INSURANCE

1. The Board will provide a full, comprehensive traditional PPO plan, a high-deductible PPO plan coupled with an HSA, and an HMO plan.
2. The Bus Driver's effective start date for health insurance will be the employee's date of hire. Upon the Bus Driver's termination of employment, plan coverage will remain in effect through the last day of the month in which termination occurred.
3. The Board will pay one hundred percent (100%) of the Bus Driver's single coverage medical insurance.
4. Eligible Bus Drivers may elect to purchase a level of coverage other than single (Employee+Spouse, Employee+Children, or Family). The Bus Driver must then pay the difference between the single coverage rate and the other level coverage rate.
5. All newly-hired Employees will only be eligible for the high-deductible PPO Plan coupled with a HSA plan or the HMO plan. Beginning in the second (2nd) year of consecutive full-time employment in District 205, the Bus Driver is then eligible for any of the three plans referenced in section B.1 above.

6. Lockport Township High School is currently one (1) of four (4) members of the self-insured Lockport Area Benefit Plan Cooperative. The cooperative meets regularly to review benefits, costs, and other plan components that annually determine the benefit plan's renewal structure. Changes to the plan's copays, deductibles, etc., are thus determined by the Lockport Area Benefit Plan Cooperative during the annual renewal process with each of the four (4) members having one (1) vote.

C. DENTAL INSURANCE

1. The Board will provide a full, comprehensive traditional PPO Dental plan for all Bus Drivers.
2. The Bus Driver's effective start date for dental insurance will be the date of hire as a full-time Bus Driver. Upon termination of employment, the plan coverage will remain in effect through the last day of the month in which termination occurred.
3. The Board will pay one hundred percent (100%) of the Bus Driver's single coverage dental insurance for single coverage.

D. GROUP LIFE INSURANCE

1. Group Life Insurance will be provided by the Board for all Bus Drivers while they are employed by the district. This policy shall be in the amount of twenty thousand dollars (\$20,000) double indemnity per employee.
2. The Bus Driver's effective start date for group life insurance will be their date of hire. Upon the Bus Driver's termination of employment, plan coverage will remain in effect through the last day of the month in which termination occurred.
3. Bus Drivers shall have the option to purchase additional life insurance provided by the district. Premiums for the additional optional life insurance will be paid by the Bus Driver and may be deducted through the payroll deduction plan.

E. HOLIDAYS

A total of sixteen (16) holidays shall be granted for all regular Bus Drivers. Holidays will not be paid unless the driver works the last work day prior to the holiday and the first work day following the holiday.

Labor Day	Day after Thanksgiving	Martin Luther King Day
Columbus Day	Christmas Eve	Presidents Day
Veterans Day	Christmas Day**	Casimir Pulaski Day
Election Day*	New Years Eve	Good Friday
Thanksgiving Day	New Years Day	Day after Easter
	Memorial Day	

*when declared a state holiday by the Governor

**Additionally, when the day following Christmas Day (December 26) falls on a regular work day, it will be granted as a day off with pay for all Employees in this classification.

F. EMERGENCY DAYS

1. If the administration makes the decision to close school due to an emergency, Bus Drivers will be informed by their supervisor of the need to report to work. If a Bus Driver is required to work and is unable to report to work, the Employee will not be paid for that day.
2. School Emergency Days are traditionally made up at the end of the scheduled school calendar. In the event that a school day is designated as a “remote learning” day and will not be added as an in-person school day to the school calendar year, Bus Drivers shall be paid for five (5) hours.

G. REFRESHER BUS DRIVER COURSE

Bus Drivers will receive three (3) hours pay for required attendance at the annual Bus Driver license refresher course.

H. WEARING APPAREL

Bus Drivers will be provided with an LTHS work jacket every two (2) years.

I. ILLINOIS MUNICIPAL RETIREMENT FUND

1. Bus Drivers are eligible for the provisions of the Illinois Municipal Retirement Fund (IMRF) if the driver's position requires six hundred (600) hours of service during any twelve (12) month period if the driver is less than sixty (60) years of age when first employed.
2. The prescribed, legal mandatory contribution will be deducted from the salary of each Bus Driver as their contributing share toward the IMRF Retirement Program, IMRF Survivor's benefits, Social Security Retirement Program, temporary or permanent benefits of IMRF, and death benefits of IMRF.
3. In addition to the Bus Driver's mandatory contribution as listed above, the school district will make the legal, mandatory contribution to IMRF on behalf of each employee. The Bus Driver does not have any right or claim to said amounts except as they may become available at the time of retirement or resignation from IMRF. The Bus Driver does not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the Board to IMRF, and that such contributions are made as a condition of employment to secure the Bus Driver's future services, knowledge, and experience.

V. LEAVE PROVISIONS

A. SICK LEAVE

The granting of sick leave shall be subject to the following:

1. The Bus Driver is requested to notify the Transportation Manager or designee at least one (1) hour before their designated start to their route.
2. Each Bus Driver shall be allowed twelve (12) days of leave each school year without loss of pay for illness, injury, or quarantine. Bus Drivers shall be paid for five (5) hours of work for each sick day that is applied.

3. For internal use, all unused sick days at Lockport Township High School shall have unlimited accumulation.
4. A doctor's or practitioner's certificate may be required by the Superintendent or designee for any sick leave of three (3) or more consecutive days, or in the case of the birth of a child, leave which exceeds thirty (30) consecutive school days. For adoptions or placements for adoptions, the Superintendent or designee may require evidence that the formal adoption process is underway.
5. Excessive or improper use of sick leave may result in the Bus Driver being required to obtain a doctor's or practitioner's certificate.
6. A Bus Driver shall use sick leave in the case of absences occasioned by personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. The maximum amount of sick leave to be used for adoption or placement for adoption is thirty (30) days. The immediate family shall be defined as parents, spouse, children, brothers, sisters, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, or legal guardians. An employee shall use sick leave in the case of funerals for father, mother, spouse, sister, brother, children, grandparents, grandchildren, uncle, aunt, niece, nephew, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparents-in-law.
7. If the Bus Driver exceeds their available sick leave or incurs an unauthorized absence, the employee will not be paid for that day.
8. The Board will consider extended illness or emergency cases to determine the extent of relief to be given.

B. SICK LEAVE BANK

Employees have the option of participating in the District 205 Sick Leave Bank. Interested Administrators can access the policies and procedures for enrolling in the Sick Leave Bank through a link on the Staff Splash Page or by using this link: [Sick Leave Bank - Policies and Procedures](#)

D. PERSONAL LEAVE

The Bus Driver shall be allowed three (3) days of personal paid leave per year, cumulative for retirement, for personal, moral, or business reasons which cannot ordinarily be attended to while school is in session. The Bus Driver's supervisor shall be notified by application form five (5) days prior to the anticipated leave day when possible. Emergency situations will be considered for approval by the Assistant Superintendent for Personnel. In these instances, the Bus Driver will be required to provide a documented reason for the request. Unused personal leave will be converted to sick leave at the end of each fiscal year.

D. CIVIC DUTY

1. The Bus Driver shall be paid their regular salary for the period of any absences for serving jury duty less the amount received for jury duty. The Bus Driver must provide a copy/documentation of the summons for jury duty to the Assistant Superintendent for Personnel for placement in the Bus Driver's personnel file.
2. Bus Drivers who receive a subpoena to appear as a witness in a school-related trial or to give a deposition in any school-related matter or case involving their role as a mandated reporter in court, shall make such an appearance without a loss in salary. The Board may make a deduction from the salary equal to per diem fees the Bus Driver receives for complying with the subpoena.

E. DISABILITY LEAVE

If the Bus Driver is unable to perform his/her duties because of physical or mental impairment, they will be required to exhaust all accumulated leave prior to going on disability leave.

After all of this time has been used, and the Bus Driver is still not able to return to work, he/she is eligible for a) disability benefits as provided by the Illinois Municipal Retirement Fund (IMRF) and b) a disability leave during the period of disability. Disability leave from the district shall be for a period of time equal to the length of time the Bus Driver is entitled under the temporary disability provision of IMRF. If at any time the Bus Driver is not eligible for IMRF disability leave, he/she must return to work for the district or be terminated. While the Bus Driver is on

temporary disability, his/her position may be posted and filled subject to the return of the disabled Bus Driver.

F. FAMILY MEDICAL LEAVE ACT (FMLA)

All eligible Bus Drivers shall be entitled to a Family Medical leave and/or Military Family Leave, on a gender-neutral basis, provided the leave is taken in accordance with the provisions of the act. Bus Drivers seeking information regarding leave under the act should contact the Assistant Superintendent for Personnel.

G. ATTENDANCE INCENTIVE

Each quarter during a school year, Bus Drivers with perfect attendance will receive six (6) hours extra pay. Attendance at an immediate family member's funeral shall not count against a Bus Driver's attendance incentive. Immediate family shall include father, mother, spouse, sister, brother, children, grandparents, grandchildren, uncle, aunt, niece, nephew, father-in-law, mother-in-law, grandparents-in-law, brother-in-law, sister-in-law, daughter-in-law, or son-in-law. Perfect attendance is defined as completion of the Bus Driver's normal daily route assignment.

VI. EVALUATION

A. GENERAL

1. All Bus Drivers shall be evaluated bi-annually on or around May 1st by the Transportation Manager or designee with input from the building administration and/or the Assistant Superintendent for Personnel when appropriate.
2. At the completion of a new Bus Driver's probationary period, an evaluation will be made.

3. The Bus Driver shall receive a copy of the evaluation.

VII. RETIREMENT

A. GENERAL

Bus Drivers who have been continuously employed with Lockport Township High School District 205 may receive retirement incentives as indicated in this section.

1. The Bus Driver must retire with IMRF and be eligible to receive an immediate annuity benefit.
2. The Bus Driver, at the time of termination from the school district, must have completed at least ten (10) consecutive years of full-time employment with Lockport Township High School District 205.

B. SICK LEAVE PAYOUT

For sick days earned but unused and not submitted to IMRF for service credit, upon separation from the district the Board will pay the Employee forty five dollars (\$45) per day up to a maximum of two hundred and ten (210) days. This payment shall be made at least thirty (30) days following the Employee's last day of service to the District or receipt of their last paycheck from the District, whichever is later.

C. HEALTH INSURANCE

1. The Bus Driver may elect to remain on the District 205 group hospitalization plan upon retiring from the District. The board will contribute one hundred percent (100%) of the premium cost for managed care (HMO rate) for the period immediately following the employee's retirement and until age sixty-five (65) or until accepted under Medicare whichever occurs first. Employees that choose to remain in the PPO plan or choose to continue any level of coverage other than single, would be responsible for paying the District for the difference in premium each month. *Note: Bus Drivers must be enrolled in the District-provided Health Insurance program at the time of retirement to be eligible for this benefit.*

2. If the Bus Driver retires from the district without ten (10) years of full-time service with the district, the Bus Driver shall be allowed to continue their group health insurance coverage by making full premium payments to the district until reaching the age of sixty-five (65) or qualifying for Medicare, whichever occurs first. **Note:** *Bus Drivers must be enrolled in the District-provided Health Insurance program at the time of retirement to be eligible for this benefit.*

D. YEARS OF SERVICE

If an employee does not choose to take the health insurance benefit, he/she will be eligible to receive a post-retirement earned service payment thirty (30) days after the employee's retirement date of five-hundred (\$500) for each year of full-time service to the District.

VIII. TERMINATION

1. The Transportation Manager shall make a written recommendation to the Assistant Superintendent for Personnel stating the reasons for the termination after the following steps have taken place:
 - a. The Bus Driver has been provided indication that their work performance is unsatisfactory from the Transportation Manager or designee via the evaluation process, personal meetings, or other documented communications.
 - b. Except in unusual circumstances of Bus Driver misconduct or gross insubordination, the Bus Driver is to receive notice from his/her supervisor that work has been unsatisfactory and that lack of improvement would result in dismissal if deficiencies are not corrected.
2. The district will notify the Bus Driver of the termination in writing, stating reasons and termination date.

3. The Assistant Superintendent for Personnel will present the termination recommendation to the Board for Action.

IX. BOARD APPROVAL

The provisions contained herein have received formal approval by the Board of Education of Lockport Township High School District 205 and are effective **July 1, 2026**.