

## SECTION III: PERSONNEL

### B. COMPENSATION

#### 1. Bus Drivers, full-time

##### a. Salary

School bus drivers (contract or lease) shall be paid a salary in accordance with the TPSS's approved Salary Schedules which defines each position's month and grade. Each driver will receive an annual step pay increase effective July 1<sup>st</sup> of each year until they reach the maximum step pay (Step 20).

All school bus drivers are paid in twelve (12) monthly installments, unless otherwise approved. Dates for issuing payroll checks shall be determined by the payroll department.

Each school bus driver's pay, whether contract or lease, consists of the following categories:

##### 1) Base pay

A salary paid to both the contract and lease bus driver that includes both the state salary minimum plus the local parish supplement.

##### 2) State supplemental pay

A salary paid to both the contract and lease bus driver that includes both the permanent state support raise plus any one-time state support raise.

##### b. Operational/lease allowance

Contract bus driver, who has agreed to purchase and operate a school bus that meets all requirements defined in Louisiana Department of Education Bulletin 1213 titled "Minimum Standards for School Buses in Louisiana" and discussed in Section V - "Equipment" of this handbook, shall be paid in accordance with the approved Bus Driver Stipend Schedule as defined by the annual TPSS's Salary Schedules. Each contract bus driver who leases a bus to the TPSB for use on a school bus route shall be compensated as follows:

##### 1) State operation schedule for contract bus operators based on bus size and route mileage;

##### 2) Parish operation/lease allowance paid to the contract bus operator based on bus size, bus equipment, and route mileage. The parish portion of the operation/lease allowance is made up of the following items:

a) Local Fixed Operator Allowance

A fixed annual amount which includes reimbursement for but not limited to the bi-annual bus inspection sticker, annual in-service training, annual CDL physical examination, CDL renewal, etc.

b) Local One-Way Mileage

A variable amount based on the local one-way mileage rate and driver's actual one-way route mileage.

c) Local Fuel Price Mileage

A monthly variable amount based on AAA's monthly average fuel price, number of actual days driven, and driver's actual one-way route mileage.

d) Special Equipment Allowance

A fixed annual amount paid to the contract driver whose school bus route requires them to have special needs bus equipment such as but not limited to a school bus lift, child restraint devices, miscellaneous cleaning devices to ensure a satisfactory environment for students, etc.

e) Air Conditioner Allowance

A fixed annual amount paid to the contract driver whose school bus equipment is air conditioned and their bus route includes students whose Individual Education Plan (IEP) require assignment on an air conditioned school bus.

Mileage changes occurring during the school year will be computed and operational/lease allowance pay will be adjusted accordingly based on the number of school days and pay periods remaining.

All bus drivers must report route mileage changes within fifteen (15) working days of the actual mileage change. Failure to timely report a route mileage change may result in lost operation/lease compensation. All mileage reports are subject to verification by GPS and/or field audit.

c. Other compensation

1) Field/Activity trip pay

Drivers (Contract, Lease, Substitute, and Activity) shall be compensated for time spent driving for all extracurricular, field, or activity trips at the rate specified by the TPSB. Compensation shall include payment of salary for time spent driving and for contract drivers who provide their school bus, payment of operation lease allowance based on miles driven.

Activity drivers receiving a coaching stipend shall not receive additional compensation for driving a stipend related event.

2) Special Program trip pay

Special Program Bus Routes include but are not limited to the BYON, Extended School Day, Extended School Year, Edgar Idea, Mid-day Special Education, Vocational Training, etc.

Drivers (Contract or Lease) shall be compensated a daily amount for driving at the rate specified by the TPSB and for contract drivers who provide their school bus, payment of operation lease allowance based on miles driven.

3) Pre-service training pay

Newly certified contract, lease, and substitute drivers shall be compensated for successful completion of the Louisiana School Bus Driver Pre-service Training Course at the rate specified by the TPSB once they have completed eighteen (18) full days of regular or substitute driving on a school bus route. Upon completion of the eighteenth day, the driver must notify the Transportation Department who will then verify that the required services have been completed and process request for payment.

4) Behind-the-wheel trainer pay

**2. Bus Drivers, substitute**

Substitute bus drivers shall be paid a daily rate as approved by the TPSB, exclusive of any compensation or mileage allowance for use of a privately owned bus.

If a full-time driver has exhausted all paid leave, the substitute driver shall be compensated at the daily rate of a starting full-time bus driver.

If a substitute driver is assigned to a vacant bus route, the substitute driver shall be compensated at the daily rate of a starting full-time bus driver and shall have the same job responsibilities.

Substitute drivers who perform extracurricular activity/field trips are compensated at the same rate as full-time bus drivers.

**3. Bus Attendants, full-time**

a. Salary

School bus attendants shall be paid a salary in accordance with the approved Bus Attendant Stipend Schedule as defined by the

annual TPSS's Salary Schedules. Each attendant will receive an annual step pay increase effective July 1<sup>st</sup> of each year until they reach the maximum step pay (Step 20).

All school bus attendants are paid in twelve (12) monthly installments, unless otherwise approved. Dates for issuing payroll checks shall be determined by the payroll department.

Each school bus attendant's pay consists of the following categories:

1) Base pay

A salary paid to the bus attendant that includes any state salary minimum plus the local parish supplement.

2) State supplemental pay

A salary paid to the bus attendant that includes both the permanent state support raise plus any one-time state support raise.

b. Other compensation

1) Field/Activity trip pay

Bus attendants who perform additional services related to extracurricular, field, or activity trips shall be paid at same rate paid to drivers.

2) Special Program trip pay

Special Program Bus Routes include but are not limited to the BYON, Extended School Day, Extended School Year, Edgar Idea, Mid-day Special Education, Vocational Training, etc.

Bus attendants shall be compensated a daily amount for their service at the rate specified by the TPSB.

**4. Bus Attendants, substitute**

Substitute bus attendants shall be paid a daily rate of pay as approved by the TPSB. If a substitute bus attendant is assigned to a vacant bus route, the substitute attendant shall be compensated at the daily rate of a starting full-time bus attendant and shall have the same job responsibilities. Substitute bus attendants who perform extracurricular activity/field trips are compensated at the same rate as full-time bus attendants.

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<sup>i</sup> Revised Date July 1, 2008.