



Northern Gateway
Public Schools

**BUS DRIVERS
TERMS OF EMPLOYMENT ADDENDUM**

Effective September 1, 2016

TABLE OF CONTENTS

Application	Page 3
Benefits	Page 3
Wages.....	Page 3
Non-Operational Days.....	Page 3
Spare Bus Drivers	Page 3
Step.....	Page 3
Schedule "A"	Page 4

1. APPLICATION

1.01 The clauses of this addendum shall apply to all Bus Drivers.

2. BENEFITS

2.01 Drivers who drive less than 180 days in any given school term will have their sick leave, benefit package and other leaves of absence days prorated for any days less than the 180 day requirement. This proration is not affected when approved paid leaves of absence are taken.

2.02 The Board will establish for each eligible bus driver a Health Spending Account (HSA) for the use of the eligible bus driver, his/her spouse and dependents, which adheres to Canada Revenue Agency (CRA) requirements. Effective September 1, 2016 the Board will establish annual HSA credits of \$200 per eligible bus driver, contributed upfront on September 1, 2016. The unused balance will be carried forward to the extent permitted by CRA. No HSA credits will be contributed for a bus driver who is:

- on extended disability benefits (EDB)
- on the non-health related portion of a maternity leave
- on an unpaid leave of absence of 30 days duration or more

3. WAGES

3.01 Employees shall be paid monthly in accordance with the wage schedule set out in Schedule "A" attached hereto and forming part of this *Terms of Employment Addendum*.

Bus Drivers shall have their annual salary divided equally over twelve (12) months.

4. NON-OPERATIONAL DAYS

4.01 When the Director of Transportation declares a non-operational day due to weather or road conditions, or a driver is unable to commence his daily run due to mechanical problems, the driver will be paid the daily basic wage and kilometre rate.

4.02 When a driver decides not to make his run due to weather or road conditions on a day that the Director of Transportation has not declared the non-operation of buses, the driver will only be paid the daily basic wage.

5. SPARE DRIVERS

5.01 A spare driver is one who substitutes for a bus driver. Spare drivers do not have a continuing employment relationship and shall not be eligible for benefits.

5.02 The Employer shall contribute an amount of \$100.00 payable annually to a spare bus driver for each ten (10) full days of service completed to a maximum of \$300.00/school year.

6. STEP

6.01 The Superintendent/designate, in consultation with the supervisor, shall determine placement on the grid based on relevant experience relating to the position. Each of the first five (5) steps represents two (2) years of experience.

SCHEDULE "A"

EFFECTIVE SEPTEMBER 1, 2016

1. Basic Wage Grid

	Step	0-1	2-3	4-5	6-7	8-9	10+
Sept 1/16	Total/Day (includes per day wage, year-end duty and service pay)	\$51.82	\$52.99	\$54.04	\$55.22	\$57.26	\$59.46

NOTE: Service Pay – consecutive service is not required for this payment.

2. Kilometres:

Effective September 1, 2016

- Up to 125 km @ 30.16¢/km
- 126 – 150 km @ 24.82¢/km
- 151 – 175 km @ 19.19¢/km
- 176 plus km @ 16.69¢/km

3. Extracurricular activities:

Effective September 1, 2016 @ \$16.46/hr.

- Rate is for both driving and waiting time

4. Transfer Fee:

- Effective September 1, 2016 \$5.63/day
- Rate applies to transfer of students between buses
- Rate also applies if the operation of a wheelchair lift is required

5. Fox Creek Bus Drivers:

- For the extra duty of bringing their buses to the shop, the Board shall pay an extra \$168.87 per year, payable on a one-twelfth basis.

6. Experience Recognition:

- Experience as a school bus driver on a regular permanent staff basis shall be recognized on the grid.
- Experience for spare bus drivers shall be recognized on the grid on the basis of 180 days of driving for Northern Gateway Public Schools equals one (1) year of experience. This recognition will apply when the spare bus driver becomes a permanent bus driver.

7. Medicals:

- The Board shall refund to employees up to a maximum of eighty dollars (\$80.00) for costs incurred for medicals. Payment will be made upon submission of receipt.

8. Plug-in Allowance:

- The Board shall provide \$52.02 per month (November to March inclusive) when an employee regularly takes the bus home. Payment shall be applied to each applicable pay period.