

Know the Qualifications

General Terms

1. Coaches/Advisors driving their team/group will be strictly voluntary.
2. There will be no guarantees/assurance that an extra trip route will be made available by the District.
3. Coaches/Advisors must accept the compensation for driving as outlined here.
4. The standard extra trip customer ["bill of rights" form](#) must be filled out by a passenger on the trip and submitted to the Transportation Department by the person completing the form. Whenever possible, the form will be completed by another adult on the trip. If there are no other adults, then the form will be completed by a credible student on the trip.
5. Coaches/Advisors interested must complete a [WECAN](#) application by selecting the vacancy "Coach/Advisor Driver." This is an 'internal only' position, so you must log in to WECAN using your District email address.

Qualifying Requirements

1. A Coach/Advisor must be annually authorized to participate by their immediate supervisor and the Director of Transportation. Participation in the program may not interfere with the fulfillment of the employee's primary duties with the District (other than necessary pre-trip inspection/prep). The supervisor or Transportation Department authorization may be revoked at any time.
2. To be eligible, drivers must be 21 years of age or older.
3. All employees (hourly, salary and administration) may participate.
4. Meet all qualifications required of a substitute driver hired by the District.
 - a. Driving record
 - b. CDL with School Bus endorsement, Passenger endorsement and Air Brake endorsement
 - c. CDL federal medical card
5. Participate in the District driver's drug testing program.
6. Coaches/Advisors will need to prepare for the CDL learners permit on their own time.
7. Coaches/Advisors will have the medical testing and the behind the wheel testing costs (one attempt only) paid by the District.
8. The District will provide a minimum of six (6) hours of in-house behind the wheel training, three (3) hours of additional video training and supply the vehicle to prepare for success in the road test portion of the CDL. After the CDL is obtained, 12 more hours of training will take place with drivers and students riding the bus. This training time is paid time at the **current Bus Driver Extra Trip rate**.
9. Structured interview requirement will be waived for Coaches/Advisors that are employed by the District in a regular position other than coaching/advising. If the Coach/Advisor works only as a Coach/Advisor and/or substitute, then a structured interview may be required.
10. To continue participation, the Coach/Advisor must perform nine (9) driving experiences per year (July 1- June 30). This keeps bus driving skills sharp. The number of driving experiences can be met by driving your own team/group or:
 - a. Substituting on all, or a portion of, a regular morning or afternoon route, paid at the **current Substitute Bus Driver rate**.
 - b. Other meaningful opportunities coordinated with the Transportation Department, paid at **current Bus Driver Extra Trip rate**.

The nine (9)-event requirement will be prorated for staff entering the program mid-year.
11. As required by the Director of Transportation, Coaches/Advisors may be required to participate in driver staff development events. This will be considered paid meeting time at the **current Bus Driver Extra Trip rate**.

Assignment

1. A Coach/Advisor shall submit in writing a request to drive their team/group on a given trip no later than 15 days prior to the event, unless otherwise coordinated with and approved by a Director in the Transportation Department.
2. The Director of Transportation may solicit Coaches/Advisors to drive up to the time of the trip if other drivers are not available.
3. Busses will be dispatched and returned to the TMT immediately preceding and following the event unless otherwise approved by the Director of Transportation.

Compensation

1. A Coach/Advisor driving their team/group is paid for pre-trip, fueling, driving time, event time and post-trip required work at the **current Bus Driver Extra Trip rate**.
2. Time at team/group meal breaks in route is not considered paid time. Overnight time is not considered paid time. Completion of transportation duties occurs when the bus is parked for the night.
3. A Coach/Advisor will be responsible for properly entering the paid driving time into the automated time keeping system (Skyward) no later than 24 hours after the work time is complete. The Coach/Advisor will be responsible for submitting their timesheet each week.
4. The Director of Transportation will be responsible for weekly approval of timesheets.
5. Wage payments will be scheduled to be consistent with the pay dates for the employee's primary position with the District.