

## Administrators/Directors - Know the Qualifications

### General Terms

1. Administrators/Directors driving extra trips will be strictly voluntary.
2. There will be no guarantees/assurance that an extra trip route will be made available by the District.
3. Administrators/Directors must accept the compensation for driving as outlined here.
4. An electronic satisfaction [survey](#) is sent to teachers, coaches, and other staff members who utilize School District of Holmen transportation for their trip. This replaced the previous "Bill of Rights" form.
5. Administrators/Directors interested must submit an email indicating their interest to Wendy McCoy. This email will begin the onboarding process for the position.

### Qualifying Requirements

1. An Administrator/Director must be annually authorized to participate by their immediate supervisor. Participation in the program may not interfere with the employee's primary duties with the District (other than necessary pre-trip inspection/prep).
2. To be eligible, drivers must be 21 years 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. Administrators/Directors prepare for the CDL Learners Permit on their own time.
7. Administrators/Directors 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, twelve (12) hours of training will take place with drivers and students riding the bus. This training time is paid at the **current Bus Driver Extra Trip rate**.
9. The Structured Interview requirement will be waived.
10. To continue participation, the Administrator/Director 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 team/group or:
  - a. Other meaningful opportunities coordinated with the Transportation Department, paid at the **current Bus Driver Extra Trip rate**. The nine (9) driving event requirements will be prorated for staff entering the program mid-year.
  - b. In the event the Administrator/Director is unable to perform nine (9) driving experiences in a school year, they must complete a bus driving skill route with the Director/Assistant Director of Transportation before their next trip in a subsequent year.
11. As required by the Director of Transportation, Administrators/Directors may be required to participate in driver staff development events. This will be considered paid meeting time at the **current Non-Driving Bus Driver rate**.

### Assignment

1. The Director/Assistant Director of Transportation may solicit Administrators/Directors to drive up to the time of the trip if other drivers are unavailable.
2. 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. An Administrator/Director driving a 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. An Administrator/Director will be responsible for properly entering the paid driving time into Skyward no later than 24 hours after the work time is complete. The Administrator/Director 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 consistently with the hourly pay date schedule.