

AGREEMENT BETWEEN THE
MILLSTONE TOWNSHIP BOARD OF EDUCATION
AND THE
MILLSTONE TOWNSHIP EDUCATION ASSOCIATION
BUS DRIVERS' ASSOCIATION
FOR THE SCHOOL YEARS
1995-96, 1996-97 AND 1997-98.

MILLSTONE TOWNSHIP BUS DRIVER'S CONTRACT

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PREAMBLE

This agreement entered into this 8th day of May, 1995 by and between the Board of Education of Millstone Township, hereinafter called the "Board" and the Millstone Township Education Association - Bus Drivers' Association, hereinafter called the "Association".

**ARTICLE I
RECOGNITION**

1.1 The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiations of the terms and conditions of employment of all staff members who are regularly scheduled to transport students on a contract or time sheet basis and who are employed in any of the following position classifications:

Bus Drivers and Van Drivers

1.2 Definitions: *Driver(s) shall include all classes "(A,B,C), bus and van driver(s) and any references to male employees shall also include female employees and any reference to female employees shall also include male employees.

* As reference Commercial Drivers Manual December 19, 1994.

ARTICLE II
NEGOTIATION PROCEDURE

- 2.1 The majority representative shall submit in writing a letter of intent to commence negotiations to the Board by October 1, prior to the commencement of negotiations in the school year in which this Agreement expires.
- 2.2 Any Agreement so negotiated shall be reduced to writing. Ratification of the Agreement shall occur when it is approved by the constituencies of the Board, and the Association, by such voting majorities as may be required by law, or policy.
- 2.3 This Agreement shall not be modified in whole or in part except by an instrument in writing executed by both parties.

ARTICLE III
GRIEVANCE PROCEDURE

- 3.1 A grievance is a claim by a driver or the Association based upon the interpretation, application, or violation of this agreement, policies, or administrative decisions affecting the negotiated terms and conditions of a driver or a group of drivers. It is the intention of the Association and the Board to set forth the procedure for the processing and determination of any and all claims permitted by law to be subject to the negotiated grievance procedure, and both shall be governed by these negotiated terms.
- 3.2 An "aggrieved person" is the person, persons or Association making the claim.
- 3.3 Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step, and as a waiver of any further right of appeal.
- 3.4 It is understood that drivers shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.
- 3.5 In order for a grievance to be recognized and processed pursuant to this Article, the grievance must be initiated within ten (10) school days of the occurrence. The grievance form, Addenda A, shall be utilized.
- 3.6 Level One - Immediate Supervisor (Transportation Coordinator)

The aggrieved person shall first discuss the grievance with his/her immediate supervisor with the objective of resolving the matter informally.

3.7 Level Two - Business Administrator/Board Secretary

If the grievance is not resolved informally to the satisfaction of the aggrieved person, or if no response has been given by the immediate supervisor within five (5) working days after the informal discussion, then the aggrieved person shall file the grievance in writing with immediate supervisor within five (5) working days after the immediate supervisor's response or ten (10) working days after the informal discussion, whichever is sooner. At all levels of the grievance procedure commencing with Level Two, the grievance shall be in writing and shall contain the following information: a) articles, policies, and administrative decisions allegedly misinterpreted, misapplied, or violated. b) specific nature of the grievance and date of occurrence. c) remedy sought. d) date and results of previous discussion. e) reasons for dissatisfaction with previous decision.

3.8 Level Three - Superintendent

If the aggrieved person is not satisfied with the disposition of his grievance at Level Two, or if no decision has been rendered within five (5) working days after the presentation of the grievance at Level Two, he may file the grievance in writing to the Superintendent within five (5) working days after the decision at Level Two or ten (10) working days after the grievance was presented, whichever is sooner.

3.9 Level Four - Board of Education

If the aggrieved person is not satisfied with the disposition of his grievance at Level Three, or if no decision has been rendered within ten (10) working days after the grievance was delivered to the Superintendent, he may, within five (5) working days after the decision by the Superintendent or fifteen (15) working days after the grievance was delivered to the Superintendent, whichever is sooner, file the grievance in writing to the Board of Education. The Board or a committee thereof shall review the grievance and may, at its sole discretion, hold a hearing with the employee and render a decision in writing within thirty (30) working days of receipt of the grievance by the Board.

3.10 Level Five - Arbitration

If the aggrieved person is not satisfied with the disposition of this grievance at Level Four or if no decision has been rendered within thirty (30) working days after the grievance was delivered to the Board, he may, within five (5) working days after a decision by the Board, or thirty-five (35) working days after the grievance was delivered to the Board, whichever is sooner, request in writing that the Association submit the grievance to arbitration. If the Association determines that the grievance is meritorious, it may submit the grievance to arbitration within five (5) working days after receipt of a request by the aggrieved person.

3.11 The parties shall use the Public Employment Relations Commission and be bound by its rules and procedures in the selection of the arbitrator.

3.12 Such determinations the arbitrator shall make shall be nonbinding except as the final step with respect to disputes involving reprimands and discipline and shall be limited to violations of the express, written terms of the locally negotiated agreement.

3.13 The arbitrator shall be limited to the issues submitted to him and shall not add to, subtract from, or modify the terms of the agreement. The only grievances which may be arbitrated are those alleging that there has been a violation of the express, written terms of the locally negotiated agreement. His/her findings shall be returned to the Board and the Association within thirty (30) days after the hearing or the submission of final briefs.

3.14 Each party shall pay its own costs for arbitration preparation. The parties shall share equally the fees and expenses, if any, of the arbitrator.

3.15 All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

3.16 The phrase * "working days" as it appears in Article III of this Agreement shall not be construed to include Christmas recess, spring recess or the summer recess.

*working days are days expected to report to work.

ARTICLE IV
DRIVER RIGHTS

- 4.1 A driver shall receive a copy of any complaint or criticism prior to its being placed in his/her personnel file. Said driver shall have the right to meet with the supervisor or administrator and that if such a request is not made within five (5) working days of delivery of the complaint to the employee, then the employee shall waive his right to that meeting (although the employee would still be permitted to prepare a response which will be attached to complaint prior to it being placed in his or her personnel file). Employee shall sign all correspondence verifying that he/she received a copy of complaint.
- 4.2 Drivers may have access to their personnel files (with 24 hour prior request, during normal central office hours, and in presence of a confidential secretary) and that driver evaluations shall be conducted and maintained in accordance with Board of Education policies and procedures.
- 4.3 Required annual physical shall be taken at Board of Education expense. The cost of physical shall not exceed Board's physician rate.
- 4.4 Any damage to a bus, van, or other property must be reported to the Board of Education office within twenty four (24) hours.
- 4.5 Complaints by an Administrator of the performance of a driver (s) shall be made in confidence.
- 4.6 a. Drivers in the bargaining unit shall be evaluated in writing once a year, no later than April 30th.
- b. The driver shall be given a copy of the evaluation report within ten (10) working days and at least twenty-four (24) hours prior to a formal conference if requested by the Supervisor or driver. The driver shall have the right to respond in writing to the evaluation and a copy of the response shall be attached to the evaluation report provided it is given to the evaluator no later than fifteen (15) working days following the conference.
- c. The driver shall sign copy of the year end evaluation report to acknowledge receipt of a copy of same, but the signature shall not constitute agreement with contents of the report. No driver shall be required to sign a blank or in-completed evaluation form. See Addenda "A".

ARTICLE V
ASSOCIATION RIGHT AND PRIVILEGES

- 5.1 The Board agrees to make available to the Association information in the public domain.
- 5.2 The Association and its representatives shall have the right to use school buildings at all reasonable hours for association meetings provided that the Superintendent grants approval.
- 5.3 Except for emergency situations, during the school year, if the Board changes the school calendar, then notification of such change shall be sent to the Association by the next scheduled pay period.
- 5.4 The Association and its Representatives shall be given a list of all drivers and their work schedule, including hours, by October 15. The Association and its Representatives shall be notified of any change in assignments within five (5) working days.

ARTICLE VI
DRIVER EMPLOYMENT

- 6.1 Nothing in this Agreement is to be interpreted as denying the Board's authority to refuse a contract salary increment or raise for unsatisfactory service as determined by the Board.
- 6.2 Drivers who shall not be recommended for a contract renewal shall be notified in writing no later than June 30th.
- All drivers who shall not receive a contract due to an unavailable run shall be notified in writing no later than August 25th.
- All drivers shall be required to submit documented time sheets for the first two weeks of the school year no later than September 25th.
- All drivers who receive contracts shall have contracts issued no later than October 15th.
- 6.3 Previously accumulated sick days shall be restored to all returning drivers on Board approved leaves but no days shall be added for the period of the leave.
- 6.4 In case of reduction in force, the last driver hired will be the first one released. Drivers shall be recalled in the reverse order of released that is, the most senior driver shall be recalled first, before any new drivers are hired.
- 6.5 A list shall be posted May 15, for any interested drivers to sign up for summer routes. Routes will be awarded by seniority. Contracts for summer routes will be awarded and issued prior to commencement of work.
- Any drivers interested in applying for summer routes must sign up for these positions by June 1. The drivers current school year contract must be fulfilled before driver assumes balance of the awarded summer route/contract.
- 6.6 Bus routes will be established by the beginning of the school year by the Transportation Coordinator. When a new route becomes available, the Administration will have the discretion to assign a temporary substitute driver until a new route can be awarded by seniority or a new position is established.

- 6.7 In an emergency, ten (10) hours or less, a substitute driver or contracted driver will be assigned the route/routes. In the event a substitute is not available, a contracted driver will be assigned the route/routes according to seniority and work schedule availability.

ARTICLE IX
ASSIGNMENTS

- 9.1 The Board establishes all assignments. Assignments will be awarded according to seniority, subject to Board approval, in cooperation with the Transportation Coordinator, determined by years of service in this District.

Selection shall be according to the following procedure. Driver by seniority order will choose on first choice selection. Second choice selection will begin after entire seniority list has been completed. (Time frame must be compatible with first choice selection) etc.

- 9.2 In the event that a first choice existing contracted route is canceled (in whole or part) the Board of Education must provide notice of cancellation in writing to the affected driver as soon as possible. The driver affected then may activate the bumping process in writing within (7) seven working days of cancellation notice.

If the bumping process is not activated, the Board of Education has the right to have the driver perform other duties for that lost time, as a substitute driver or an assignment outside of the Transportation Department for a period of no more than (30) thirty days. Salary for canceled route will terminate after (30) thirty days.

Any driver with an existing noontime, midday, or late route that is eliminated by the Board of Education, shall have first preference to any additional route. Time frame must be compatible with existing route/routes.

- 9.3 If a summer bus route is terminated, five (5) working days cancellation notice will be given to driver.

ARTICLE X
WAGES

10.1 SALARY GUIDES 1995-1998

<u>1995/96</u>			
STEP	(A) 15 PASSENGER OR LESS	(B) 16 TO 32 PASSENGER	(C) 54 PASSENGER BUS OR MORE
Starting Salary	11.85	12.85	13.85
2	12.10	13.10	14.10
3	12.35	13.35	14.36
4	13.40	14.00	14.61
5	15.20	15.70	16.26

<u>1996/97</u>			
STEP			
Starting Salary	12.40	13.40	14.40
2	12.65	13.65	14.65
3	12.90	13.90	14.91
4	13.95	14.55	15.14
5	15.75	16.23	16.79

<u>1997/98</u>			
STEP			
Starting Salary	12.95	13.95	14.95
2	13.20	14.20	15.20
3	13.45	14.45	15.45
4	14.70	15.20	15.95
5	16.30	16.82	17.35

- Van drivers receiving longevity pay during the 1991-92 year shall be placed on Guide C with no longevity pay for the duration of this contract.
- "B" license required for all new employees hired after June 30, 1995.
- Any new employee hired with experience shall not be placed on any step level higher than step two (2). A new employee with no experience shall begin on step level one (1).

10.2 Field Trips

A. Drivers shall be paid an hourly rate equal to 75% of his/her regularly hourly rate for all approved hours on field trips, class trips, and similar trips, involving the transportation of students.

B. Drivers shall be paid an hourly rate equal to 80% in (1995/96) 90% in (1996/97) and 100% in (1997/98) of his/her regularly hourly rate for all approved hours on field trips that are certified to be 40 (forty) miles or more one way, 80 (eighty) miles round trip. This rate will also apply to approved trips scheduled on weekends.

C. All approved field trips shall be posted, 5 (five) working days prior to trip or no more than one (1) month prior to trip. Drivers shall be awarded trip on basis of seniority, as soon as possible, but no later than (2) two working days before the scheduled trip.

D. Upon drivers request, an itinerary and directions will be provided at least twenty-four (24) hours before field trip. Tolls and parking expenses shall be provided to drivers prior to trip Drivers will provide receipts.

10.3 In-Service Meetings

All drivers are required to attend up to four (4) in-service meetings per year. The meeting at which routes are selected is counted as one (1) of the four meetings. The other three (3) meetings may be no longer than one and a half (1 1/2) hours in length. Any additional meetings or overtime for meetings will be paid at the negotiated rate. Drivers shall be notified seventy-two hours (72) in advance of said meetings, with agenda available. In an emergency the Transportation Coordinator or his/her designee may call a meeting without advance notification.

ARTICLE XII
SHORT TERM LEAVE

12.1 Sick Leave

a. Each person employed as a driver at the end of a work year who resumes employment as a driver at the beginning of the next work year shall be credited with ten (10) sick leave days on the first day he/she actually works in the next year.

b. A newly employed driver will be credited with one (1) sick leave day at the completion of each full calendar month he/she works during the first work year.

c. Unused sick leaves shall accumulate without limit and a record of accumulated sick leave will be issued to each driver annually by October 15.

d. The supervisor or designee, will work with the Association to create a system for the purpose of deduction of sick and personal days. In the absence of a mutually agreed to system, any portion of such days that are less than 1/2 will be deducted as 1/2; any portion of such days that are greater than 1/2 will be deducted as full day. Any system worked out by the Transportation Co-ordinator and the Association must be approved by the Board Secretary/Business Administrator.

12.2 Personal Leave

Except as otherwise stated in this agreement, a driver may be granted up to two (2) days without loss of pay, for personal business during the school year, upon approval of the Superintendent. These days may not be accumulated. Except as stated in 19.6.

All personal leaves are subject to the following conditions:

a. Personal leave shall be limited to urgent legal family, or personal matters which necessitates the drivers absence on a school day. Personal leave shall not be used for recreation, entertainment, other employment, or for matters which can be scheduled outside of school hours.

b. Requests for personal leave shall be filed with the Superintendent, or his designee at least three (3) school days in advance of the contemplated absence on the District approved form. The driver shall state the reason for the request.

c. Personal days will not be granted on the first five (5) days of school, or on days immediately preceding or following a holiday or a scheduled school recess.

d. The Superintendent, or his designee, shall review each application and approve or disapprove the request.

e. In an emergency, the Superintendent, or his designee upon being informed by the bus driver of the nature of the emergency, may waive all restrictions and authorize an emergency personal day, if satisfied that the restriction in b. or c. above impose an undue hardship.

12.3 Bereavement Leave

All drivers shall be allowed up to a maximum of five (5) consecutive calendar days for death in the immediate family to be used within five (5) days of the funeral. The immediate family shall be defined a husband, wife, mother, father, son, daughter, brother, sister, and other members of the immediate household. At the discretion of the Superintendent, up to a maximum of two (2) calendar days for death in the family, may be granted.

12.4 Jury Duty

If a driver has to serve on jury duty, he/she will be compensated the difference between his/her regularly daily wages and what he/she receives from jury duty. Upon notification to serve on jury duty if it conflicts with work schedule, the driver shall request letter of postponement by administration.

ARTICLE XIV
EXTENDED LEAVE

14.1 A driver who anticipates a disability shall notify his/her immediate supervisor in writing of the anticipated commencement of the disability as soon as the employee knows of it.

A. Maternity

1. Leave of absence without pay for reasons of disability due to pregnancy may be granted upon application by the candidate.
2. An employee granted maternity leave without pay during the period of her disability, according to the provisions of this section, and may at her discretion, elect to use all or any part of her accumulated sick leave during the period of such leave.

14.2 Childcare/Family Leave

- A. Leave of absence for reasons of child care due to the birth or adoption of a child may be granted for up to twelve (12) weeks in any twenty-four (24) month period, upon application by the candidate.
- B. Leave of absence for reasons of the serious illness or health condition of a family member of the employee may be granted for up to twelve (12) weeks in any twenty-four (24) month period in accordance with the terms of the Family Leave Act for eligible employees.
- C. Any employee seeking a leave of absence for child care or family leave shall apply to the Board for said leave upon reasonable notice. At the time of said application, the employee shall specify in writing the date on which he/she wished to commence leave and the date on which he/she wishes to return to work.
- D. The provisions of this section shall be administered in accordance with provisions of the Family Leave Act and application regulations.

ARTICLE XVI
INSURANCE

- 16.1 The Board shall offer all drivers hired July 1, 1992 or thereafter covered by the Agreement and regularly scheduled to work twenty (20) hours per week or more the option to enroll in either the Connecticut General or similar Health Benefits Plan for individual coverage, or in the Washington National Income Protection Plan, provided the cost of the Washington National Income Protection Plan does not exceed the cost of the plan in force. Any additional coverage shall be available at the driver's own expense.
- 16.2 All benefits previously enjoyed by unit drivers hired prior to June 30, 1992 shall be continued in the contract at the same levels previously enjoyed; however with respect to medical insurance, drivers currently covered shall retain the current levels of benefits.
- 16.3 In case of a reduction in force, health benefits will be available in compliance with COBRA regulations.

ARTICLE XVII
DEDUCTIONS

17.1 Deductions from each drivers salary shall be in accordance with the New Jersey Statues for the following.

1. Summer Pay Plan
2. Tax Sheltered Annuity
3. Pension and Annuity Funds & Loan Repayments
4. Contributory Insurance
5. Association Payroll Deduction
6. Health and Welfare Insurance
7. Eighty-five percent representation fee for non-members

17.2 The Business Office will provide a list of all deductions from paychecks by the first pay period of each school year. This list should include all abbreviations and their meanings.

ARTICLE XVIII
REPRESENTATION FEES

- 18.1 A. Purpose of Fee:
 If a driver does not become a member of the Association during any membership year (i.e. from September 1 to the following August 31), which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the driver's per capita cost of services rendered by the Association as majority representative.
- 18.2 A. Amount of Fee
1. Notification
- Prior to the beginning of each membership year the Association will notify the Board, in writing, of the amount of the regular membership dues, initiation fees and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by non-members will be determined by the Association in accordance with the laws of the state of New Jersey.
2. Legal Maximum
- In order to adequately offset the per capita cost of services rendered by the Association as majority representative, the representative fee should be equal in amount to the regular membership dues, initiation fees and assessments charged by the Association to its own members, and the representation fee has been set at 85% of the amount solely because that is the maximum presently allowed by law. If the law is changed in this regard, the amount of representation fee automatically will be increased to the maximum allowed of the Association membership year immediately following the effective date of the change.

B. Deductions and Transmission of Fee

1. Notification

Once during each membership year, covered in whole or in part of this Agreement, the Association will submit to the Board a list of those employees who have not become members of the Association for the then current membership year. The Board will deduct from the salaries of such employees the full amount of the representation fee and promptly will transmit the amount so deducted to the N.J.E.A.

C. Indemnification and Save Harmless Provision

1. Liability

The Association agrees to indemnify and hold the Board harmless against any liability which may arise by reason of any actions taken by the Board in complying with the provisions of the Article, provided that:

a. The Board gives the Association timely notice in writing of any claim, demand, suit or other form of liability in regard to which it will seek to implement this paragraph; and

b. If the Association so requests in writing, the Board will surrender to it full responsibility for the defense of such claim, demand, suit or other form of liability and will cooperate fully with the Association in gathering evidence, securing witnesses, and in all other aspects of said defense.

2. Exception

It is expressly understood that the above said liability will not apply to any claim, demand, suit or other form of liability which may arise as a result of any type of willful misconduct by the Board or the Board's imperfect execution of the obligations imposed upon it by this Article.

ARTICLE XIX
MISCELLANEOUS PROVISION

- 19.1 This agreement incorporates the entire understanding of parties on all matters which were or could have been the subject of negotiation. During the term of this agreement neither party shall be required to negotiate with respect to any such matter whether or not covered by the Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement.
- 19.2 The Board reserves to itself sole jurisdiction and authority over matters of policy and retains the right, subject only to the limitations imposed by the language of this Agreement, in accordance with applicable laws and regulations (a) to direct employees of the school district; (b) to hire, promote, transfer, assign, and retain employees in positions in the school district, and to suspend demote, discharge, or take other disciplinary action against employees; (c) to relieve employees from duty because of lack of work or for other legitimate reasons; (d) to maintain efficiency of the school district operations entrusted to them; (e) to determine the methods, means and personnel by which such operations are to be conducted; and (f) to take whatever actions may be necessary to carry out the mission of the school district in situations of emergency.
- 19.3 If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- 19.4 A driver who resigns during the life of this contract for retirement purposes to receive immediate pension payments, shall be compensated for up to one hundred (100) accumulated sick leave days at a rate equal to twenty (20) dollars for each day, provided:
1. The driver submits formal notice to the Board by April 1, immediately preceding the effective date of retirement: and
 2. The effective date of retirement coincides with the end of the drivers work year.

- 19.5 Drivers will have option at end of each school year to sell back his/her sick days at a cost of fifty (50) dollars/sick day. Previous school year sick days can not be sold at this cost. Once the year is completed, the days can be used, or carried forth to be used as described in Article 19.4.
- 19.6 At the end of each school year, unused personal days may become supplemental sick days which may not be used until regular sick days have been used. These days may not be used for reimbursement of sick leave at retirement as in 19.4 of this agreement.

ARTICLE XX
DURATION

This agreement shall be effective as of July 1, 1995, and shall continue until June 30, 1998.

In witness whereof the parties hereto have caused this Agreement to be signed by president and secretary and the Board has caused this agreement to be signed by president and secretary and its corporate seal to be placed heron at Millstone Township, Monmouth County, New Jersey.

ASSOCIATION

BOARD OF EDUCATION

Deene Darson 5/23/95
PRESIDENT DATED

Patricia L. Coffey 5-17-95
PRESIDENT DATED

Susan G. Beaton 5/17/95
SECRETARY DATED

Richard D. Gushel
SECRETARY DATED
5/23/95

Robin M. Martin 5/15/95
BUS DRIVER'S REPRESENTATIVE
DATED

MILLSTONE TOWNSHIP BOARD OF EDUCATION
Clarksburg, NJ 08510

ADDENDUM A
1 OF 2

GRIEVANCE FORM

Grievant's Name _____ Grievance No. _____

Work Location _____

Job Title and Grade _____

Immediate Supervisor _____

Description of Alleged Violation: _____

Date of Occurance of Alleged Violation _____

Remedy Sought: _____

Date of Level One Informal Discussion _____

.....
Level One: I am not satisfied with the outcome at Level One and wish to proceed to Level Two.

Grievant's Signature _____ Date _____

.....
Level Two: Principal or Supervisor

Date Received _____ Date Answered _____

Disposition Denied _____ Granted _____

Reason: _____

Principal or Supervisor's Signature _____ Date _____

.....
Level Two: I am not satisfied with the outcome at Level Two and wish to proceed to Level Three.

MILLSTONE TOWNSHIP BOARD OF EDUCATION
Clarksburg, NJ 08510

ADDENDUM A
2 of 2

GRIEVANCE FORM

Level Three: Superintendent

Date Received: _____ Date Answered: _____

Disposition Denied _____ Granted _____

Reason: _____

Superintendent's Signature _____ Date _____

.....
Level Three: I am not satisfied with the outcome of Level Three and wish to proceed to Level Four.

Grievant's Signature _____ Date _____

.....
Level Four: School Board

Date Received _____ Board Hearing Date _____

Date Answered _____

Disposition: Denied _____ Granted _____

Reason _____

.....
Level Four: I am not satisfied with the outcome at Level Four and wish to proceed to Level Five.

Grievant's Signature _____ Date _____

.....
Level Five: The grievant is not satisfied with the outcome at Level Four and the Association wishes to proceed to arbitration.

Association Officer's Signature _____ Date _____

- _____ Grievant Copy
- _____ MTTA Copy
- _____ Administration Copy

**HILLSTONE TOWNSHIP SCHOOLS
BUS DRIVER EVALUATION**

Name of Employee _____
 Evaluated by _____ Date _____

This report will be completed by the evaluator for each employee. The original will be given to the employee. One copy will be filed in the superintendent's office and one copy with the appropriate supervisor. The signature of the employee does not necessarily mean that he/she agrees with the evaluator, but simply that he/she has had the opportunity to read and discuss the evaluation with the supervisor.

PART I

	Exceeds Job Requirements	Meets Job Requirements	Partially Meets Requirements
<u>THE PERSON</u>			
Attitude toward work			
Courtesy			
Reliability			
Attendance			
Maintains an acceptable safety record			
<u>WORK PROGRAM</u>			
Quality of work			
Knowledge of state & federal school bus regulations			
Ability to work without supervision			
Compliance with written instructions			
Compliance with oral instructions			
Compliance with safety regulations			
Maintains a clean vehicle			
Transports only authorized students			
Discharges students only at authorized locations			
Submits daily inspection forms in a timely manner			
<u>RELATIONSHIP WITH OTHERS</u>			
Teachers			
Administrators			
Pupils/maintains discipline			
Public individuals			

EVALUATION
CONTINUED

EXCEEDS JOB
REQUIREMENTS

Indicates high performance in quality of his/her work, with minimal supervisory guidance.

MEETS JOB
REQUIREMENTS

Indicates that the employee meets the reasonable and usual expectations for the performance of his/her assignment.

PARTIALLY MEETS

Indicates that assignments and responsibilities are not being handled as well as desired, and improvement is required for a satisfactory performance of duties.

PART II

General appraisal of this person as a member of your organization:

PART III

The Employee requests a formal conference. yes _____ no _____
The Supervisor requests a formal conference. yes _____ no _____

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____

PART IV

Employee's Response: I recognize my right to submit a written response to this evaluation within fifteen (15) working days of receiving this evaluation.