

## FIELD TRIPS AND EXCURSIONS

### Bus Driver Allocation

In order to allocate fairly those field trips, excursions, or sports activities which require transportation on Divisional buses the following procedure is put into place.

a) **During Regular School Day**

Trips on School Division buses which take place during the regular school day shall be allocated to bus drivers on a seniority basis. That is, the most senior full time driver will receive the opportunity for a field trip if only one is scheduled on any given day. If two are scheduled for one day, then the two most senior drivers shall receive that opportunity, and so on. Opportunity will pass to the next most senior driver should a driver decline a field trip opportunity for that day. Should there be more trips than there are full time drivers then the opportunity for such trips will pass to part time drivers.

b) **Evening and Weekend Field Trips**

Trips on School Division buses which take place outside of regular school hours shall be allocated on a rotational basis beginning with the most senior driver and continuing down seniority list which will include both full and part time drivers. This rotation will begin anew September 15th of each year.

Should a driver decline a driving opportunity when his/her turn comes about he/she shall be first on the list for the next opportunity. However, should a driver decline a driving opportunity three times in succession, his/her turn will be lost and his/her name will revert to the end of the list.

Should a driver decline a turn because of illness or union business, it will not be counted as part of the three declined opportunities as above.

All drivers who wish to be considered for either the Regular School Day list or the Evening/Weekend list must declare these intentions by the 1st September of each year. New drivers may add their names at any time.