

Procedure

1. Bus Drivers who are absent from work are responsible for arranging substitute driver coverage.
2. Bus Drivers who are unable to make arrangement for a substitute driver due to extreme illness or emergent or unexpected situations, shall inform the Director of Transportation or designate as soon as possible. The Director of Transportation or designate will then arrange for a substitute driver.
3. If a substitute driver is no longer able to fulfill a route for which they had previously committed, it is the responsibility of the substitute driver to arrange for other substitute driver coverage.