

BUSINESS PRACTICE BULLETIN

The School Board of Broward County, Florida

BULLETIN NO.: **A-475**

PAGE: 1 of 3

DATE: January 10, 2006

SUBJECT: UNIQUE BUS AIDE PAYMENT PROCEDURES

General

The purpose of this bulletin is to provide standard procedures for the payment of Overtime, Incentives, and Mileage for Unique Aides who care for disabled students with special needs while on a school bus.

I. Payment of Overtime

A. Responsibility of School: Process employee payroll

1. Each employee will be compensated for any overtime worked on the bus. Overtime will be paid at the standard rule of time and-a-half over 40 hours.
2. The Unique Bus Aide's AM time will start 10 minutes prior to the student's scheduled pick up time. Example: If the student's scheduled pick-up time is 7:30 AM, 7:20 AM should be utilized as the clock in time. The Aide's PM time will be actual, ending once the Aide and the student exit the bus at the student's stop location.
3. If a student is absent and the Unique Bus Aide reports to the bus or stop location because of not being notified, the Aide is to be paid for the AM run.
4. Payroll for Unique Aides must be entered per SAP Guidelines but no later than one week after date of service.

B. Responsibility of Unique Aide: Maintain the Unique Aide Bus Attendance Form

1. Each Unique Aide will maintain their own Unique Aide Bus Attendance Form (Exhibit 1), which will be utilized to record the actual time they ride the bus including the guaranteed start time of 10 minutes prior to pick up. These forms should be submitted every Friday to the school designee responsible for processing the payroll.

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II. Payment of Incentive

Each Unique Bus Aide will be paid an incentive of \$20 per day (\$10 for the AM and \$10 for the PM), which will be distributed based on the employee's attendance. If an employee is out for the AM, but works the PM, they will only receive \$10 for the day. If the employee is absent the entire day, no incentive payment will be issued for that day. If a student is absent and the Unique Bus Aide reports to the bus or stop location because of not being notified, the Aide is to be paid the AM incentive. If a student is signed out of school early and does not ride on the PM run, the Aide is not paid the PM incentive. If an additional student is assigned to the Aide, an additional incentive will not be paid for that ride. Each employee has the potential to make \$3,600 for the entire year (\$20x180 days).

A. Responsibility of School

1. Verify the attendance of all Unique Bus Aides each pay period prior to paying incentive.
2. Enter data into SAP within the appropriate payroll period.

III. Payment of Mileage

A Unique Bus Aide may claim mileage if the distance traveled from home to the student's stop is greater than the distance from home to the school. Please refer to Standard Practice Bulletin A-442 for mileage reimbursement procedure.

A. Responsibility of Unique Aide

1. Complete and sign the Mileage Voucher and submit to the school at the end of each month.

B. Responsibility of School

1. Verify mileage (using Mapquest) to calculate the distance from the Unique Bus Aide's home to the school and the distance from the Aide's home to the student's stop to determine eligibility.
2. The completed Mileage Voucher is signed by the Principal and forwarded to Pupil Transportation for processing.

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C. Responsibility of Pupil Transportation

1. Pupil Transportation will place an additional approving signature on the voucher and enter the appropriate line of coding. Voucher is then submitted to Accounts Payable for processing.