

ARTICLE XII-A

TRUCK OPERATIONS BIDDING PROCEDURES

1.0 Truck Operations Bidding Procedure:

1.1 Bidding Priority:

a. Class A Truck Drivers shall bid on **the various vehicles a truck** and start time. Class B Truck Drivers shall bid on a route, however routes are subject to change daily as necessitated by freight volume being transported and other operational necessities. Truck Driver Helpers shall bid on work shifts, for the year in accordance with their placement on the bidding priority list in Truck Operations. Bidding priority shall be in accordance with “b” below.

b. Annual Bidding Priority Lists shall be prepared utilizing the date of hire in regular status in the classification formerly known as Light Truck Driver or Medium Truck Driver for those placed into the Class B classification prior to December 31, 2016. Employees hired after January 1, 2017 shall use the hire date into the Commercial Driver B classification for determination of their bid position. The date of hire in regular status shall be used for all other classes. When two (2) or more employees are hired from an eligibility list on the same date, their positions on the bidding priority list will correspond to their relative positions on the eligibility list from which they were hired. Also, if the employee:

- (1) Resigned and was reinstated, the reinstatement date shall be used.
- (2) Resigned and was rehired, the rehire date shall be used.
- (3) Was laid off and then re-employed, the original date of hire shall be used. The break in service shall not be deducted.
- (4) Left the class for a lower paying classification in the District and then returned to the class, the new or most recent class hire date shall be used with the following exception: If the employee promotes to a supervisory or higher paying class and then demotes (voluntarily or involuntarily) to a driving class, the original date of hire shall be used. The break in service shall not be deducted.
- (5) Otherwise returns to District employment after separation (except for layoff) shall not be credited with bidding seniority earned in previous employment.

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2-21.2 Annual Bid Procedure: Assignments for the school year shall be made annually based on the results of an annual bid meeting. The meeting times and dates shall be announced no later than two (2) weeks prior to the respective annual bid meeting. At the time of the announcement, Truck Operations shall prepare an annual bidding priority list and hire date information which shall be made available to employees eligible to bid. Eligible bidders who are on long term absence shall be mailed the bid information, including the bidding priority list. An eligible bidder may request clarification of the bidding priority list prior to the date of the bid meeting, provided, however, that nothing precludes the District from making changes to any of the bid information prior to the bid date and that the bidding priority list presented and used at the bid meeting shall be deemed final. All changes made to the bid information shall be announced at the start of the bid. Assignments will be effective no later than five (5) working days after the beginning of the school year.

2-31.3 Bidding shall be in order of the bidding priority list. An employee who is absent from a bid meeting for reasons other than an illness leave over twenty days or industrial injury/illness leave may, prior to the start of the meeting, submit to the designated Bid Coordinator a written "Authorization to Bid" form designating another employee to bid on his/her behalf. An eligible employee who is absent from the bid meeting due to an emergency may telephone his/her bid to the designated Truck Operations representative prior to the start of the meeting.

2-41.4 Eligible bidders who fail to bid or who are on extended illness or industrial injury/illness leave and who, prior to the bid meeting, do not present a District doctor's authorization to return to work on or before the effective date of the new assignment will be assigned residual positions and equipment.

2-51.5 Filling Vacancies that Occur During the Year: Notices of vacancies occurring during the year shall be posted by each work location for three (3) working days. The notices shall describe, as appropriate, the vehicle, the route, work hours, **work location** or salary differential, and effective date of assignment for the successful bidder. The most senior qualified employee who signs the notice shall be assigned to the position. Such vacated positions will be assigned by Truck Operations using the bidding priority list in inverse order. Class B drivers on leave for more than sixty (60) consecutive assigned days will forfeit their bid selection as permitted by applicable law.

2-61.6 Notwithstanding the foregoing, adjustments or assignments changes may be made by the appropriate Director or designee when necessary for the operational needs of the District.

2-71.7 Attendance at bid meetings shall be in paid status.

3-02.0 Notification of Absence Telephone Calls: Telephone calls (other than local calls) made by truck drivers to notify the District of employees' absence pursuant to Article XIII, Section 5.0, Notification Requirements, may be made as collect calls. Truck drivers/helpers whose shift starts after 11:00 AM must notify the department of absences

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three (3) hours prior to their start time.

4.03.0 Split Shifts: Split shift assignments for drivers will only be made to meet the operational and fiscal needs of the District. If a split shift is called for, the District will assign only one split in a driver's normally assigned shift, unless the need meets the definition of an emergency.

5.04.0 The Union shall be allowed up to three (3) observers at each bid meeting.

6.05.0 When a Truck Driver is placed on special assignment following a misconduct allegation, the employee shall, to the extent possible, be informed by the appropriate administrator of the reasons for the special assignment at the time of the change of assignment. The appropriate Division Director, Deputy Director, or their designee shall have the sole authority to place drivers on such special assignment. An employee placed on special assignment may request review of the status of the basis for the special assignment by the appropriate Division Director, Deputy Director, or their designee after any 15-day period in such assignment. The employee will be advised of the outcome of the review and the basis for it, and if the special assignment is to continue, the basis for continuing the special assignment.