

## **BUS DRIVER ABSENCES**

### Short Term (2 consecutive days or less)

If it becomes necessary for a driver to be absent from regular driving duties and his/her duties assumed by a spare driver for a short term the regular driver shall:

- (a) Notify the Supervisor of Transportation that he/she is going to be absent and provide the arrangements for the spare driver(s).
- (b) Give the Supervisor of Transportation the particulars regarding his/her absence.
- (c) Advise the spare driver to contact the Supervisor of Transportation (by radio) before starting the regular run.

### Long Term (more than two consecutive days)

If it becomes necessary for a driver to be absent from regular duties for a period of more than two consecutive days, the driver shall consult with the Transportation Supervisor for direction on the hiring of a spare driver as soon as it is known that the absence will occur.

Any leave of absence in excess of three consecutive days is required to be reported to the Board of Trustees as per policy G.C.C.

In all instances payment of spare drivers will be made by the Division Office.

Revised July 11, 1989  
Amended October 18, 1994  
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