



# HOLY FAMILY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 140

## OPERATIONS AND PROCEDURES

CATEGORY: HUMAN RESOURCES  
TITLE: SERVICE RECOGNITION AND ALLOWANCES  
CODE: 4065 Substitute Bus Drivers

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Reference Matrix	
Education Act (1995)	
Other Relevant Acts	
Holy Family Related Procedures	
Holy Family Related Manuals	Holy Family RCSSD No. 140 Board of Education Policy Manual;
Resources (Ministry, SSBA, SCSBA, etc.)	<i>SEIU-West Collective Agreement</i>
Date Processed	June 1, 2016

### Background:

The Board of Education will provide substitute bus drivers with payment in accordance with these Procedures.

### Procedures:

1. Substitute bus drivers shall be paid in accordance with the *SEIU-West Collective Agreement*.
2. Meal Allowance
  - 2.1. For out-of-town trips, a meal allowance shall be paid to the substitute bus driver at the established Division rate.