

## EMPLOYMENT OF PERSONNEL

The Livingston Parish School Board and its administrative staff believes that it has an obligation to provide the children attending its schools with the very best personnel available regardless of race, color, creed, sex, age, national origin or any similar personal characteristic. Age shall be considered only with respect to minimums set by law.

The Superintendent or his/her designee shall be responsible for establishing and maintaining appropriate procedures for reviewing and evaluating any and all applicants for selection, including administrative and supervisory personnel, and assuring adherence to applicable state and federal legal requirements. Selection of personnel to fill all positions shall be based upon performance, effectiveness, and qualifications applicable to each specific position. Decisions shall be made on a non-discriminatory basis with selection procedures and evaluative criteria known to all applicants. Applicants should not resort to the use of political, social, or other pressures to gain employment or promotion.

### PERSONNEL CHANGES

Teachers and all other personnel shall be selected for employment by the Superintendent. It shall be the responsibility of the Superintendent to ensure that all persons recommended have proper certification where applicable, and are qualified for the position. Seniority and tenure shall not be used as the primary criteria when making any employment decision.

The Superintendent shall delegate to the school principal all decisions regarding the employment of any teacher or other personnel at the school in which the principal is employed, subject to the approval of the Superintendent.

The Superintendent and/or his/her designee shall consult with teachers regarding any possible selections made by the Superintendent for the hiring or placement of a principal at the school in which such teachers are employed, subject to the provisions of any applicable court order.

### BUS DRIVERS

Whenever a school bus operator is needed to drive a new route or a route vacated by a previous operator, the school bus operator who is tenured and has acquired the greatest seniority shall be offered the opportunity to and may change from driving his/her route to the vacant route before another operator is selected. If the tenured bus operator with the greatest seniority chooses not to change to the vacant route, the route shall then be offered in order of seniority to a school bus operator who has acquired tenure.

If no tenured operator chooses to change to the vacant route, the route shall then be offered to a full-time probationary bus operator.

If no regular bus operator, tenured or probationary, chooses to change to the vacant route,

then a substitute bus operator shall be selected for the position from a list of approved substitute school bus operators. If no tenured, probationary, or substitute bus operator wants the route, then a new driver shall be hired.

Whenever a school bus operator owning his/her own bus retires, a vacated route shall be offered first to any person meeting the requirements of the School Board who is willing to acquire the bus of the retiring operator at full appraised value. This provision shall be applicable only when the bus owned by the retiring operator has been manufactured within a period of five (5) years immediately prior to the operator's retirement and the operator is retiring due to a documented physical disability.

The Superintendent may select an operator to fill a vacant route using a different process than outlined above, but **only** if the Board is required to bear an increase in the unreimbursed costs for nonpassenger miles over those attributable to the previous operator who vacated the route.

Whenever a vacancy occurs on a route due to death, resignation, retirement, or the expiration of the regular operator's approved leave, or a new route is established, the route shall be filled with a regular school bus operator using the process stated above no later than the following school year unless the route is consolidated or eliminated. A substitute bus operator may only be used as a temporary measure until a permanent operator is appointed to a route.

If an operator is on approved leave, his/her route shall not be considered a vacant route. A substitute shall be used to drive a route for an operator on approved leave regardless of the length of time of the approved leave.

Substitute drivers for bus routes shall have and shall meet the same qualifications as regular drivers.

Seniority for bus drivers in the Livingston Parish School System shall be as follows:

1. Full-time employees. The date seniority starts is the date of hire in this position.
2. Full-time employees who are special education aides either in a classroom or on a bus. The date seniority starts is the date of hire in this position. When tenured contract bus drivers switch to salary driver positions, their date of hire or seniority does not change. Newly hired, probationary bus drivers who are driving a parish bus can change routes during the June/July meeting.
3. Certified bus substitutes. The date seniority starts is the date the person becomes certified to substitute for a bus driver. A substitute driver must substitute 15 days (30 routes) per academic semester with a total of 30 days (60 routes) per school year as a minimum to be eligible for a full time route in June/July of each year; a substitute driver would still only need to drive 5 days (10 routes) to remain on the active substitute list. If the driver does not drive 5 days (10 routes) the driver will be placed on the inactive list.

Filling Vacant Routes During The School Year

Routes that become vacant during the school year shall be filled with a certified bus substitute from the *Number 4 Seniority List – Certified Bus Substitute*. This person shall continue to drive the route through the end of the school year. No transfer of drivers shall be allowed on routes that become vacated after the Transportation Meeting in July; the vacated route would be a substitute route until the Transportation Meeting the following July. If a route becomes vacated after the Transportation Meeting held in July of each year, that route shall be filled with a person on the *Active Substitute List* only, and not by any employee of the Livingston Parish School Board.

A substitute driver who is employed to fill a vacant route for the remainder of a school year shall be required to sign a contract to drive a route for a specific length of time. If the person resigns before that date, he/she shall be placed at the bottom of the substitute seniority list. The only exception shall be for medical reasons, verified by a physician, stating the date the driver can return to the same contracted route upon release from the doctor's care. The driver shall not be allowed to substitute for other routes.

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Ref: La. Rev. Stat. Ann. §§17:81, 17:81.9, 17:413, 17:493.1, 23:897; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education; Board minutes, 11-92, 2-5-98, 8-29-99, 1-24-02, 9-19-02, 8-7-03, 11-4-04, 1-22-09, 2-25-10, 3-3-11, 8-2-12.