



Late Buses Student Supervision Standard Operating Procedure

Effective: 2026–2027 School Year

Purpose and Background

This process was originally implemented on a temporary basis using American Rescue Plan (ARP) funds in August 2022. Because the process is now funded with general revenue dollars, schools are expected to use existing staffing and scheduling strategies to provide supervision whenever possible and to use additional compensation only when the requirements of this SOP are met.

First-Line Staffing Expectations

Schools should first use existing staffing resources to provide afternoon supervision for students waiting for late buses. Additional compensation is not provided for buses that are up to one hour late.

- Exempt staff work hours may be flexed to provide additional afternoon coverage.
- Non-exempt staff may be scheduled with adjusted reporting/release times to provide PM coverage when operationally feasible, without exceeding the total contracted hours for the day.
- Schools should avoid assigning multiple employees when one employee can safely provide the required supervision.
- Administrators are not eligible for additional compensation through this process.

When Additional Compensation May Be Considered

Additional compensation may be considered only when a school is required to provide supervision beyond the employee's regularly scheduled workday for a bus that is more than one hour late and the school cannot reasonably provide coverage through flexing or scheduling existing staff.

A late bus does not automatically create an entitlement to additional compensation. The principal/designee is responsible for determining whether the circumstances meet this SOP and for ensuring the appropriate employee is assigned.

Eligibility and Compensation

- **Exempt staff:** \$15 per hour, consistent with the Instructional Contract provision for supervision.
- **Non-exempt staff:** Paid at the employee's applicable hourly rate for the additional time worked. Additional hours may result in overtime in the employee's regular position, as applicable.
- **Administrators:** Not eligible for additional compensation through this process.
- Schools with more than two administrators: No additional compensation should be provided through this process.
- **Grant-funded positions:** Additional hours may have grant implications therefore; it is not recommended to use any staff member whose position is grant funded. In the event a grant funded staff member must be used, please obtain prior approval from the Finance Department.



The previous manual Excel spreadsheet/MACH form process for exempt staff should no longer be used. OTIS has confirmed that an existing timekeeper process can be used for this purpose, similar to the process used for ESE Bus Riders for non-exempt staff and the additional-pay process used for exempt staff substituting.

- Timekeepers will enter the approved additional time through the established TCP process for both Non-exempt and Exempt staff.
- Exempt staff will continue to be paid \$15 per hour. Hours worked will be imported to Munis.
- Non-exempt staff will be paid at their applicable hourly rate, with overtime implications handled through the employee's regular position as applicable. Additional duty time will not be imported to Munis for these employees.
- TCP data can be exported for monitoring and review and will be available in the overtime report.

School Procedures

LATE BUS SUPERVISION PROCESS		
1		Transportation notifies the school as soon as a bus is known to be significantly delayed.
2		The principal/designee determines whether existing staffing can provide supervision through flexing or scheduling.
3		If a bus is more than one hour late and additional compensation is necessary, the principal/designee identifies the employee responsible for supervision.
4		The school should use one designated employee whenever possible rather than having multiple employees remain.
5		The employee records the scheduled end of the workday, bus route, scheduled bus arrival, actual bus arrival, and actual time released from supervision.
6		The principal/designee reviews and approves the additional time.
7		The school timekeeper enters the approved time through the established TCP process.



Parameters

Bus Arrival Delay	School Response	Additional Compensation
 0–15 minutes late	 Normal supervision and existing staffing.	 No
 16–60 minutes late	 Use existing staffing, flexing, or adjusted schedules to provide supervision.	 No
 More than 60 minutes late	 If additional supervision is required beyond the employee's scheduled workday and cannot reasonably be covered through existing staffing, designate one eligible employee and document the time.	 May be paid for actual additional time worked, subject to this SOP.
 Recurring/persistent late route	 School and Transportation review the route and identify a corrective solution.	 Not intended to become recurring overtime.

Persistent and Pervasive Issues

Persistent and pervasive late-bus issues at a particular school should be problem-solved rather than addressed through repeated additional compensation. Transportation and the school should review recurring delays, identify the root cause, and develop a corrective plan.

Monitoring and Review

- Schools should maintain accurate records of late-bus supervision and approved additional time.
- TCP data will provide a mechanism for district monitoring and review.
- Transportation and appropriate district departments should periodically review the data to identify recurring routes, schools, and patterns.
- The goal is to resolve systemic transportation or scheduling issues and minimize reliance on additional compensation.

*Note: Effective date to exclude the first three weeks of school.