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**MEMO**

**TO: RSS Bus Drivers**  
**From: Brian Moeller, Director of Transportation**

**Date: Revised 5/1/2023**  
**Re: Excessive Absences**  
**(Rowan Salisbury Schools Policy 7500 Workday and Overtime)**

Bus Drivers are very important to our district and students are directly affected anytime drivers are out. School calendars are available well in advance of the first day of school allowing most accommodations to be made.

Due to the amount of bus driver absences that our district has experienced recently, we have established a procedure that outlines clear expectations in an effort to help combat this issue.

The new procedure is as follows:

- After 3 days, Verbal conversation will take place and a letter will be placed in the drivers local file
- After 5 days, Written Reprimand will occur with a letter going to HR
- After 8 days, Driver will be placed on a Performance Plan. During this plan regular reviews will occur to measure employees progress

After the Performance Plan has expired and there is no improvement, the matter will be turned over to HR for further action up to and including termination.

In accordance with RSS Policy 7500: Workday and Overtime, excessive absences will be handled on a case by case basis to allow consideration of situations that are beyond the driver's control. We understand that emergency situations and Leave of Absences do occur and this procedure takes these into consideration. If you have any questions please feel free to contact me directly.

Your signature indicates that you have read and understand the terms of this procedure:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Best Regards,

Brian Moeller