

**PROCEDURES FOR MAKING EXTRA-DUTY ASSIGNMENTS  
FOR BUS OPERATORS**

1. At the beginning of each school year bus operators will indicate in writing if they want to be considered for extracurricular trips.
2. Each bus operator will be assigned a home school based upon their payroll location.
3. Any trip from a home school will be assigned by the principal if it occurs within the school day.
4. Any trip requiring a substitute or a weekend trip will be scheduled by the central office from a rotating list.
5. In the event a bus operator is offered a trip for a time when he/she is already assigned a trip, he/she will be offered the next available trip.
6. This procedure complies with WV Code 18A-4-8b and 18A-4-16.

Approved: October 14, 1996