

NONPROFESSIONAL PERSONNEL SEPARATION

I. DISMISSAL OF BUS OPERATORS

During his probationary term, a bus operator may be dismissed by the Board upon the Superintendent's written recommendation, accompanied by valid reasons therefore. The procedure shown below for Dismissal of Other Nonprofessional Personnel should be followed when dismissing a nontenured or tenured bus driver.

Any school bus operator found unsatisfactory by the Board at the expiration of his probationary term shall be notified in writing by the Board that he has been discharged or dismissed.

When a school bus operator must be removed due to the abolition, discontinuance or consolidation of routes, the principle of seniority will apply so that the last school bus operator hired will be the first to be removed.

A permanent school bus operator shall not be removed from his position except upon written and signed charges of willful neglect of duty, incompetence, immorality, drunkenness while on duty, physical disability to perform his duties, failure to keep his transfer equipment in safe, comfortable and practical operating condition. If a driver is convicted of manslaughter or negligent homicide; driving while under the influence of intoxicating liquids or narcotic drugs; hit and run driving; failure to stop and render aid as required by the laws of this state in the event of a motor vehicle accident resulting in death or personal injury of another; three (3) convictions on any moving violation charges within any one (1) calendar year, or a total of five (5) violations within any period of three (3) consecutive calendar year periods, whether said violations occur while Appearer is on job duty or otherwise. All hearings hereunder shall be private or public, at the option of the operator. At least fifteen (15) days in advance of the date of the hearing, the School Board shall furnish the affected operator a copy of the written charges against him. The operator shall have the right to appear in his own behalf and with counsel of his selection and be heard by the Board at the hearing. Nothing herein shall impair the right of the parties to appeal to a Court of competent jurisdiction.

II. DISMISSAL OF OTHER NONPROFESSIONAL PERSONNEL

The principal recommends in writing to the Director of Human Resources that the employee appear before a committee consisting of the principal, supervisor and the Director of Human Resources or Assistant in Human Resources to discuss the deficiencies.

If improvement or change is not effected after appearing before the committee, a recommendation to terminate the employee shall be made jointly by the supervisor and the principal to the Superintendent in writing.

At the request of the Superintendent, the Director of Human Resources shall inform the employee that he/she is to appear before a committee consisting of the principal, the supervisor and the Director of Human Resources or Assistant in Human Resources at which time the reason(s) for dismissal will be discussed.

At this time, the employee will be given the opportunity to resign. If the employee chooses not to resign, the Superintendent's recommendation shall be presented to the Board for action. The employee shall be informed in writing of the Board's final decision.

A copy of all documents pertaining to an employee's performance shall be placed in the appropriate official personnel file, Human Resources Department, Lafayette Parish School Board. A copy of the above shall also be provided the employee.

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LEGAL REFS: LSA-R.S. 17:492-17:493