

School Bus Driver Retention Program (DRP)
EXCEPTION APPLICATION FORM
REVISED for Payment Period #2

BACKGROUND

The DRP is a program developed by the Ministry of Education to help improve School Bus Driver recruitment and retention by providing a financial incentive for School Bus Drivers to stay on the job throughout the school year. The Ministry of Education and industry stakeholders want to ensure that as many School Bus Drivers as possible receive the driver retention bonus while still fulfilling the objectives and the parameters of the program. To achieve this goal, certain exceptions will be permitted for Payment Period #2 (September to December 2018). **NOTE: This form has been revised from Payment Period #1.**

INSTRUCTIONS FOR SCHOOL BUS DRIVERS

A School Bus Driver who meets all of eligibility criteria #1 to #5 but does not meet the minimum percentage of days worked under eligibility criteria #6 (b) (95% attendance from the first day of a School Bus Driver's employment at any point prior to September 30, 2018 to the last school calendar day in December 2018) may be eligible for an exception in Payment Period #2. To request an exception, a School Bus Driver must apply by completing, signing and submitting this form to their School Bus Operator employer.

In order to be considered for an exception, **School Bus Drivers MUST complete Parts 1 to 3** of this form and return it to their School Bus Operator employer as soon as possible and **no later than January 11, 2019.**

PLEASE NOTE:

- **An exception will not be granted if any portion of this form is incomplete or this form is received after January 11, 2019.**
- The eligibility criteria requires 95% attendance - **This form should not be completed for absences that are within the allowable 5% (e.g. 3-4 days off).** It is assumed that any absence described in this form is over and above the allowable days and therefore requires an exception.

PART 1: CONTACT DETAILS OF SCHOOL BUS DRIVER

School Bus Driver First and Last Name: _____
School Bus Driver Home Address: _____
School Bus Driver Email: _____
School Bus Driver Phone Number: _____
Employer Company Name: _____

PART 2: EXCEPTION(S) REQUESTED BY SCHOOL BUS DRIVER

I apply for an exception from the requirements of criteria #6 (b) (95% attendance) because of the following reason(s):

YOU MUST SELECT AT LEAST ONE OPTION IN EITHER SECTION A OR SECTION B

SECTION A. PERMITTED EXCEPTIONS

[Check all applicable boxes and complete all applicable sections. Incomplete forms will be denied.]

- Absence(s) previously approved by employer (including vacation and appointments):
 - # of days: _____
 - Please specify: _____
- Personal emergency leave [Note: only 10 days of personal emergency leave are permitted under the Employment Standards Act (Ontario) in a calendar year per employee]:
 - # of days: _____
 - Did you inform your employer either before or as soon as possible of your need to take leave for a personal emergency?
Select one: Yes No
 - Please specify the nature of the emergency¹: _____
 - Did you take any personal emergency leave during Payment Period #1? Select one: Yes - # of days: _____ No

¹ Personal emergency leave is available for personal illness, injury or medical emergency; the death, illness or medical emergency of an immediate family member or dependent; or an urgent matter that involves an immediate family member or dependent.

- WSIB claim - # of days: _____
- Short term disability - # of days: _____
- Long term disability - # of days: _____
- Parental or pregnancy leave - # of days: _____
- Bereavement for immediate family members only - # of days: _____
- Jury duty - # of days: _____
- Personal illness or medical leave:
 - # of days: _____
 - Please specify: _____
- Other leave permitted by law:
 - # of days: _____
 - Please specify (type of leave and the details provided to your employer in support of your entitlement to this leave): _____

SECTION B. OTHER POTENTIAL GROUNDS FOR EXCEPTION

[Check all applicable boxes and complete all applicable sections. Incomplete forms will be denied.]

- Licence downgrade to Class _____:
 - # of days: _____
 - Reason for downgrade: _____
 - Were you available to drive another type of vehicle (e.g. a mini-van)? Select one: Yes No
 - If offered, did you accept a route with a different vehicle on at least 95% of the occasions offered? Select one: Yes No
 - If no, why not? _____
- Absence(s) not previously approved by employer:
 - # of days: _____
 - Please specify details of each type of absence: _____
- Time off for other reason(s):
 - # of days: _____
 - Please specify details of time off: _____

SECTION C: EXCEPTION APPLICATIONS THAT WILL BE DENIED

- If this Exception Application Form is incomplete in any way or this form is received by your School Bus Operator employer after January 11, 2019.
- You do not select at least one grounds for your exception above, and provide specification as required.
- You do not sign the Understanding and Acknowledgement in Part 3 of this form.
- Your School Bus Operator employer does not complete Part 4 of this form.
- You started employment with your School Bus Operator employer after September 30, 2018.
- You are not an employee of your School Bus Operator employer on the last school calendar day in December 2018.
- You changed School Bus Operator employers (due to personal choice or circumstances or otherwise) at any point between September 30, 2018 and the last school calendar day in December 2018 (unless you continued to drive substantially the same route(s) for another School Bus Operator. See criteria #5 (b)).
- You did not meet criteria #1-5 of the eligibility criteria for other reasons.

PART 3: UNDERSTANDING AND ACKNOWLEDGEMENT BY SCHOOL BUS DRIVER

I, _____, (print School Bus Driver name) understand and acknowledge that by submitting this Exception Application Form:

- I will be considered for a bonus payment that will be classified as taxable income at the time it is received. I am solely responsible for considering any potential impact that my receipt of such bonus payment may have on my entitlement to benefits from third parties (e.g. the government or insurers).
- Any information included in this Exception Application Form constitutes "personal information" for the purposes of the Consent Form executed by me and submitted to my employer in connection with the DRP.
- If this Exception Application Form is incomplete in any way or received by my School Bus Operator employer after January 11, 2019, this Exception Application Form will be automatically be denied and I will not receive a bonus payment for Payment Period #2.

Signature of the School Bus Driver

Date

PART 4: INSTRUCTIONS FOR SCHOOL BUS OPERATORS

School Bus Operator employers must review the Exception Application Forms to confirm accuracy and completeness. Once reviewed, School Bus Operators must complete Part 4 below, hold all completed Exception Application Forms on file, and then scan/email such forms together with their claims submission to the DRP Service Provider no later than January 18, 2019.

School Bus Operators must communicate with their drivers if any of Parts 1-3 are incomplete or if the School Bus Operator disagrees with the contents of Part 2. School Bus Operators must not include Exception Application Forms with their Claims Submission Form without first trying to resolve the disagreement with the School Bus Driver.

TO BE COMPLETED BY SCHOOL BUS OPERATOR EMPLOYERS ONLY:

I have reviewed the contents of this Exception Application Form and:

- I confirm that it is true to the best of my knowledge [Include School Bus Driver in Appendix B of your Claims Submission Form]; OR
- I do not believe the contents to be true [Include this School Bus Driver in Appendix C of your Claims Submission Form].

○ Please explain the details and reasons for your disagreement with the School Bus Driver: _____

○ Please explain evidence you have to substantiate your disagreement with the School Bus Driver: _____

Signature of School Bus Operator Representative

Date

Print Name of School Bus Operator Representative

Title

Company Name (On behalf of School Bus Operator)

Phone

Email

QUESTIONS:

If you have any questions please visit the DRP website at <http://www.osba.on.ca/driver-retention-program> or call or email the DRP Call Centre at:

School Bus Drivers: schoolbusdriver@deloitte.ca; 1-833-346-6177

School Bus Operators: schoolbusoperator@deloitte.ca; 1-833-715-7360