

School Bus Driver Retention Program (DRP)

EXCEPTION APPLICATION FORM

Payment Period #1

BACKGROUND

The Driver Retention Program (DRP) is a pilot project developed to enhance School Bus Driver recruitment and retention rates 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 the largest number of 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 #1 (January - June 2018).

The following exception process will be undertaken.

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 (95% attendance from May 1, 2018 to the last school calendar day of June 2018) may be eligible for an exception and qualify for the bonus in Payment Period #1. To request an exception, a School Bus Driver must apply by completing, signing and submitting this form to their School Bus Operator employer.

NOTE: Exceptions are not required for absences prior to May 1, 2018 for Payment Period #1.

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 July 6, 2018**.

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 Name:

PART 2: EXCEPTIONS REQUESTED BY SCHOOL BUS DRIVER

I apply for an exception from the requirements of criteria #6 (a) (95% attendance) on the following basis.*

A. PERMITTED EXCEPTIONS

[Check all applicable boxes]

- Vacation previously approved by employer
- WSIB claim
- Short term disability
- Long term disability
- Absences permitted by law (e.g. personal emergency days, bereavement for immediate family members, parental leave, pregnancy leave)
- Jury duty
- Any other leave previously approved by employer (e.g. medical leave or otherwise) – Please specify:

B. OTHER POTENTIAL GROUNDS FOR EXCEPTION

The following exceptions may be permitted

[Check all applicable boxes]

- Vacation Not Previously Approved by Employer – Please specify: _____
- Absence Not Previously Approved by Employer – Please specify: _____
- Time off for other reasons – Please specify: _____

**In submitting this Exception Application Form, you agree that any information included in this form, such as information set forth in the description provided above (e.g. "Time off for other reasons"), constitutes "personal information" for the purposes of the Consent Form executed by you (and submitted to your employer) in connection with the DRP.*

C. EXCEPTIONS THAT WILL NOT BE PERMITTED

Exceptions will be permitted regarding the 95% attendance requirement only. All other eligibility criteria must be met in order for a School Bus Driver to be eligible to participate in the DRP. For example, exceptions will not be granted if you:

- Started employment with your School Bus Operator employer after January 31, 2018;
- Are not an employee of your School Bus Operator employer on the last school calendar day in June 2018;
or
- Changed School Bus Operator employers (due to personal choice or circumstances or otherwise) at any point between January 31, 2018 and the last school calendar day in June 2018 (unless you continued to drive substantially the same route(s) for another School Bus Operator. See criteria #5 (b).

PART 3: UNDERSTANDING AND ACKNOWLEDGEMENT BY SCHOOL BUS DRIVER

I, _____, (print School Bus Driver name) understand and acknowledge that by submitting this application, I am agreeing to be considered for a bonus payment that will be classified as employment income at the time it is received. I acknowledge and agree that 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).

Signature of the School Bus Driver

Date

INSTRUCTIONS FOR SCHOOL BUS OPERATORS

School Bus Operator employers must review the Exception Application Forms received from their drivers and confirm that the applications are accurate and complete. 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 claim submission to the DRP Service Provider.

PART 4: TO BE COMPLETED BY SCHOOL BUS OPERATORS EMPLOYERS ONLY

I have reviewed the contents of this application and:

I confirm that it is true to the best of my knowledge; OR

I do not believe the contents to be true. Please explain: _____

A Consent Form from the aforementioned School Bus Driver has been received by the School Bus Operator.

Signature of School Bus Operator Representative

Date

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 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