

## School Bus Driver Retention Program (DRP)

### ELIGIBILITY CRITERIA

(Also see “Definitions and Reference Notes” below)

### **NOTE: Certain exceptions will be granted for Payment Period #1 - Download the Exception Application Form**

An eligible “School Bus Driver” is an individual who meets **each** of the following criteria:

1. Is a professional driver:
  - (a) who is employed by a School Bus Operator as of the last school calendar day of the first month of the Payment Period; AND
  - (b) whose Primary Employment Responsibility for that employer is driving students to and from schools as further defined in Eligibility Criteria #2 below; AND
  - (c) who transports students attending one or more of the prescribed Eligible Education Organizations.
2. Holds “Primary Employment Responsibility” as a School Bus Driver, defined as a person who must:
  - (a) have an employment agreement with a School Bus Operator that explicitly states that he or she is employed as a School Bus Driver; OR
  - (b) work in the capacity of a School Bus Driver for the majority of his or her working time for the School Bus Operator each week, during the applicable Employment Period.
3. Holds a valid Social Insurance Number (SIN).
4. Holds a valid driver’s licence for a vehicle driven in the course of employment with the School Bus Operator - e.g. Ontario Class B, E or G, or valid licence/certificate issued in Manitoba or Québec.
5. Is continuously employed as a School Bus Driver:
  - (a) by the same School Bus Operator throughout the applicable Payment Period from the last school calendar day of the first month of the Payment Period through to and including the last school calendar day of the final month of the Payment Period; OR
  - (b) by a School Bus Operator driving substantially the same route(s) throughout the last school calendar day of the first month of the Payment Period through to and including the last school calendar day of the final month of the Payment Period.

NOTE: School calendar days may vary between Eligible Education Organizations in a given Payment Period.

6. Works a minimum percentage of days during the applicable Payment Period:
  - (a) Period #1 - **Please see new “Exception Application Form” and FAQs #22 to #26 for various absences** - 95% of the school calendar days between the day the Eligibility Criteria are first published (May 1, 2018) and the last school calendar day of the Employment Period. (Note: Eligibility Criteria #5 must still be satisfied. The Employment Period still commences on the first day of a School Bus Driver’s employment at any point during the first month of the applicable Payment Period)
  - (b) Period #2 - 95% of the school calendar days within the Employment Period
  - (c) Period #3 - 95% of the school calendar days within the Employment Period

## DEFINITIONS and REFERENCE NOTES:

### 1. Payment Periods:

- (a) Period #1 - The first school calendar day in January 2018 to the last school calendar day in June 2018.
- (b) Period #2 - The first school calendar day in September 2018 to the last school calendar day in December 2018.
- (c) Period #3 - The first school calendar day in January 2019 to the last school calendar day in June 2019.

### 2. School Calendar Day:

Based on the school calendar days (excluding days that are statutory holidays, Professional Activity (PA) Days, or Board Designated holidays) as set out in the current and next year calendars (as applicable) on the Ministry of Education's website at:

- <http://www.edu.gov.on.ca/eng/general/list/calendar/currentyear.pdf>
- <http://www.edu.gov.on.ca/eng/general/list/calendar/nextyear.pdf>

### 3. Absences from Work:

Please see new "[Exception Application Form](#)" and [FAQs #22 to #26](#) for various absences. All absences from work will be counted and included in the above calculation under Eligibility Criteria #6, regardless of the reason for the absence (e.g. vacation, parental leave, long- or short- term disability, bereavement, illness, strike). Snow days will not count towards absences.

### 4. Eligible Education Organization:

See list at the following link: <http://www.osba.on.ca/files/DRP-list-of-educational-organizations-2018.pdf> which sets out those entities listed in Schedule "H" to the Transfer Payment Agreement between OSBA and the Province of Ontario (represented by the Minister of Education).

### 5. Employment Period:

Means the period commencing on the first day of a School Bus Driver's employment at any point during the first month of a Payment Period and ending on the last day of that Payment Period.

### 6. School Bus Operator:

A company with a contract to provide to or from school student transportation services in Ontario to one or more of the Eligible Education Organization(s) identified in the list at the following link: <http://www.osba.on.ca/files/DRP-list-of-educational-organizations-2018.pdf> AND who has entered into a Participation Agreement with OSBA.

### 7. Relationships:

A School Bus Driver who meets the eligibility requirements will not be disqualified on the basis of his/her relationship (e.g. owner, spouse, and shareholder) to a School Bus Operator.

### 8. Monitors:

The School Bus Driver Retention Program bonus does not apply to Monitors.