



Illinois Central School Bus

"Safety First/Quality Always"

April 26, 2018

Welcome to our Introduction Meeting

We are very pleased to see that you are interested in employment with Illinois Central School Bus (ICSB) serving Kankakee, Illinois. We believe working for ICSB provides an outstanding opportunity for personal and professional growth.

As you may know, Illinois Central School Bus was recently selected as the provider for school transportation services for Kankakee School District #111. It is our intention to commence operations at a facility yet to be identified on or about July 1, 2018.

As part of this new operation, we are establishing initial terms and conditions of employment that would be offered to ICSB's Kankakee employees. The terms and conditions of employment are being distributed at tonight's introductory meeting as well as to all applicants for employment.

We are accepting applications for Kankakee employment from First Student employees and the public via NACSB's website. All current First Student employees, as well as the general public, will be required to complete application forms and are subject to our normal selection process.

We urge everyone interested in the employment opportunities with ICSB to begin the selection process by completing one of the contact information cards tonight and an application as soon as possible.

Thank you for your interest in working for ICSB. We are excited to be the new provider of student transportation for District #111.



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North America Central School Bus / Illinois Central School Bus

Initial Terms and Conditions – Kankakee Illinois

April 26, 2018

Seniority: ICSB intends to honor the current Kankakee location District 111 drivers and monitors seniority order from the prior contractor, providing that the drivers and monitors have successfully completed the entire ICSB hiring, vetting and training process by Friday July 13, 2018.

- New hires for the 2018-2019 school year will be placed on the bottom of the seniority list starting on or after July 16, 2018.
- When 2 or more employees hired after July 13, 2018 have the same seniority date, the employees would be placed on the list by hire date (date a new driver is fully certified and eligible to drive solo) then alphabetical order by last name.

Wages: ICSB intent is to verify prior experience and wage rates by employee and then step the employees into the ICSB scale for the 2018-2019 school year.

- Payrates would be effective with the first full pay period in August for each subsequent school year.
- Employees will be paid weekly (normally on Friday). The payroll week is Sunday through Saturday.
- New hires will be given consideration for prior driving experience in determining applicable start rate.
- Non-revenue rate: All drivers and monitors would be paid \$11.00 per hour for things like: Meetings, re-training, on-going training, fueling, start-up crew, safety lanes, shuttling buses, etc.

Hours: All drivers/monitors will be guaranteed a minimum of two (2) hours for each am and or pm route package, providing the employee completes their entire assigned package. All drivers/monitors will be guaranteed one and one-half (1 ½) hours for each mid-day route package, providing the employee completes their entire assigned package.

- The company reserves the right and intends to package other non-home-to school work with am, pm or mid-day route packages.
- Pre-trip and post trip times will be built into the employee's package schedule.
- There would be no pyramiding of guarantees.

Route bidding: Routes will be bid and awarded each school year based on the following factors: length of service, employee preference, qualifications, availability, customer request and overtime considerations.

- After the 2018-2019 school year, employees would be able to keep their route for subsequent years.
- Customer requests would be honored

Charter Assignments: Charters and trips will be assigned based on the following factors: desirability, length of service, employee preference, rotation, availability, qualifications, customer request and overtime considerations.

- Conflicting trips would be assigned to casual drivers, standby drivers and or attached to route packages when needed.
- Charters/Trips scheduled within 24 hours of the trips departure would be considered emergency trips and would be assigned by the company as needed.
- Charters/Trips would be assigned weekly based on a continuous rotation process.



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- Customer requests would be honored.

Other:

- ICSB would reimburse the drivers for CDL renewals upon receipt of proof of the renewal. Furthermore, ICSB would pay the \$4.00 fee for the annual permit and \$10.00 for the annual refresher class.
- All drivers and monitors would be eligible for an annual perfect attendance bonus of \$100. To be eligible, an employee must complete every assigned shift for the entire year.
- Retention Bonus: ICSB believes in retaining our existing workforce from year to year. ICSB is implementing a 2% retention bonus to each of our active employees at the Kankakee location. The 2% bonus will be based on each employee's prior year eligible earnings as calculated from July 1st through June 30th. All bonus payouts will be made in the first full pay period of October of each year and the 1st payout of the 2% would be in October of 2019. As a welcoming to all our new Kankakee employees hired by August 21, 2018, the company proposes a 1-time bonus of \$1,000.00 per driver and \$500.00 per monitor who are an active employee of the Kankakee location when the payout is issued in the first full pay period of October 2018.
- Holidays: Per the 2015 NACSB Part-Time employee handbook, the Drivers and Monitors hired for the ICSB Kankakee location will receive five (5) paid holidays as listed in the handbook.
- Bereavement Leave: All employees would be eligible for up to 3-paid days leave for Bereavement based on the policy as written in the handbook.

The 2015 NACSB Part Time Employee Handbook contains additional information regarding the policies of ICSB and the benefits of working for the company.....



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ICSB - Kankakee Driver/Monitor pay scales effective with the 2018-19 school year

DRIVERS	2017-18		2018-19		2019-20	
NEW	\$	13.50	\$	15.00	\$	15.00
STEP 1	\$	13.50	\$	15.25	\$	15.50
STEP 2	\$	13.90	\$	15.25	\$	15.75
STEP 3	\$	13.90	\$	15.25	\$	15.75
STEP 4	\$	14.20	\$	15.25	\$	15.75
STEP 5	\$	14.50	\$	15.25	\$	15.75
STEP 6	\$	15.57	\$	15.65	\$	15.75
STEP 7	\$	16.07	\$	16.32	\$	16.15
STEP 8	\$	16.57	\$	16.82	\$	16.82
STEP 9	\$	17.07	\$	17.32	\$	17.32
STEP 10	\$	17.62	\$	17.82	\$	17.82
STEP 11			\$	18.52	\$	18.32
STEP 12					\$	19.02

MONITORS	2017-18		2018-19		2019-20	
NEW	\$	10.50	\$	11.00	\$	11.00
STEP 1	\$	10.50	\$	11.00	\$	11.30
STEP 2	\$	11.54	\$	11.54	\$	11.30
STEP 3	\$	11.84	\$	12.04	\$	11.84
STEP 4	\$	12.14	\$	12.34	\$	12.34
STEP 5	\$	12.44	\$	12.64	\$	12.64
STEP 6	\$	12.75	\$	12.94	\$	12.94
STEP 7			\$	13.25	\$	13.24
STEP 8					\$	13.55



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ICSB Mid-State Region Team

Region Operations Manager	Tim Stieber	630.386.4820	t.stieber@illinois-central.com
Region Administrative Assistant	Cindy LaBorn	630.386.4820	c.laborn@illinois.central.com
Region Recruiting Team		630.386.4820	

MS Region Office 1800 W Hawthorne Lane, Suite S, West Chicago, IL 60185

Facility:

- The ICSB team is finalizing the details on this and is hopeful we can move in by July 1, 2018. Possible current facility.
- ICSB looking for a temporary office/store front to serve as a recruiting office for May 1 - July 15. If anyone has a location suggestion, please let Tim know.

Staffing: Available positions, if you are interested, please apply online and or contact Tim or Cindy at the region office

Apply online at: northamericacentral.com

- Contract Manager
- Dispatcher / Charters
- Router / Payroll
- Safety Supervisor
- Driver Trainers -
- Drivers
- Monitors

Customer Relations:

- ICSB team scheduling regular meetings with D-111
- All routes changing for the 2018-2019 school year
- Student discipline concerns being discussed with the district team
- Visiting schools, meeting principals, watching pick-ups and drop-offs

Other:

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Kankakee Employee's

Here is a short list of the items that will need to be completed to work for Illinois Central School Bus. We will be setting up a Meet and Greet in the future to help take care of some of the following. Illinois Central School Bus Company looks forward to having you join our Team.







Steps to work for Illinois Central School Bus:

Fill out Contact Information Sheet (Attached)




Complete Full Application (Will take approximately 20 – 30 minutes)

-  Go to www.northamericacentral.com/current-openings/
-  Choose Kankakee under Driver (or Monitor)
-  Will need 10 years Address History & Work History to complete application




Other Important Information

-  Copy of your Social Security Card and Driver's License
-  Short Interview
-  Finger Prints
-  Physical (If needed)
-  Drug Test
-  TB Test

ICSB will take care of running

-  Motor Vehicle Record
-  Background Check
-  Previous Employment Verification

Set up Driver Evaluation

-  Videos (3.25 Hours)
-  Driving Evaluation (1 – 1.5 Hours)
 -  Additional BTW may be required as needed

Fill out New Hire Paperwork

Welcome to Illinois Central School Bus!!



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Contact Information –

Date _____

Name (print) _____

Address _____

Phone # _____

Alt Phone # _____

E-Mail _____

Position Interest (circle all which you are interested in)

Driver

Monitor

Trainer

Dispatcher

Router/payroll

Safety Supervisor

Contract Manager

Maintenance Technician

Please complete this form today and submit to the ICSB representatives.