

## Substitute Coverage for Bus Drivers

AP 40-35

---

When a full-time Bus Driver is absent from work due to minor illnesses or medical appointments, the employee shall arrange for a substitute driver.

When a substitute driver is no longer able to fulfill a route for which they had previously committed, the substitute driver shall arrange for another substitute driver to fulfill the commitment.

Employees who are unable to make arrangements for a substitute driver due to extreme illness, or in the case of emergent or unexpected medical needs, shall inform the Director of Transportation (as per the Bus Driver Handbook) who will arrange for a substitute driver.