

# Transportation and Payroll

An interactive learning session about how  
Payroll interacts with the Transportation  
Department



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**2024 BOOKKEEPERS CONFERENCE**

March 15, 2024 | Rolling Meadows, Illinois



# Introductions

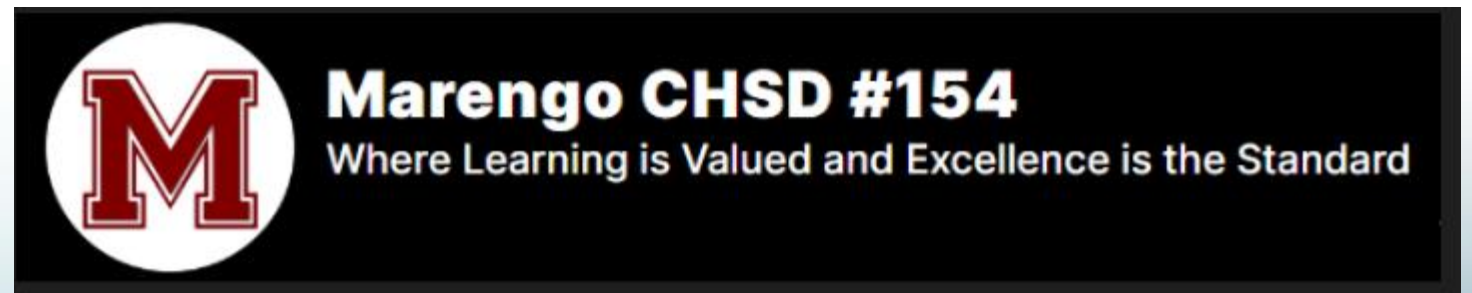
Mr. Ervin Walker  
*Transportation Coordinator*  
*Mokena Elementary 159*

Ms. Diana Lopez-Cosme  
*Admin Assistant Payroll*  
*Mokena Elementary 159*

Mr. David Engelbrecht  
*Superintendent*  
*Marengo Comm HS Dist 154*

Dr. Teri Shaw  
*Chief School Business Official*  
*Mokena Elementary 159*

Role: Moderator



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# Transportation and Payroll

## Agenda for Today

- Salary
  - How do we pay?
  - Hourly
  - Schedule
  - Overtime
  - Guarantee minimum
- Benefits
  - IMRF
  - Non-IMRF
  - Insurance

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# Payroll- How do we Pay? Marengo

- Paper Timesheets - Color Coded
- Each School Bookkeeper invoices other schools weekly and quarterly
- Route Pay (hourly), Trip Pay (15 min increment)
- Guaranteed Weekly Fueling and Cleaning
  - 30 minutes per week for fueling and cleaning automatically
- Wash Sweep Fuel beyond 30 min guarantee \$14.75
- Transportation meetings \$14.75
- Refresher Course Stipend \$55.00
- Summer School – only High School
- Only Full time 30 hr have Benefits

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# Payroll- How do we Pay? Marengo

- Three Districts share Bus Contract, Transportation Coordinator
- Fleet Information
  - 35 total buses 74 passenger buses all diesel with air brakes
  - 10 Transport Vans (used for Special Education and Homeless Student routes)
- Drivers are employed by each district but are scheduled through a single Transportation Office,
- There is 1 full time/ part time mechanic shared between districts
- Marengo High School (2 drivers)
  - 660 Students
- Marengo Union Consolidated Elementary 165 (22 drivers)
  - 1,058 Students
- Riley Elementary D18 (9 drivers)
  - 256 Students

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# Payroll- How do we Pay? Mokena

- Automated Timekeeping System
  - True Time within Skyward System
  - Employee ID Code
  - Digital timeclock
  - Weighted Over/Time Calculations
- [Payroll Calendar](#)
- How we used to do things...
- Why we changed
  - Minimize administrative errors
  - Burden on timekeeper rather than payroll
  - Staff member used at previous district for background knowledge

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# Payroll- How do we Pay? Mokena

- Fleet Information
  - 13 buses; 74 passenger; gas and diesel
  - Purchased buses
- 10 Full Time Drivers
- 1 Full Time Sub - 2 On-Call Subs
- 3 School buildings; one Parochial; one Private School

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# Payroll – Trip Rates, Overtime, Holidays and Weekends - **Marengo**

- Rates
  - Route Hourly - Regular Pay starting at \$22.75
  - Regular Day scheduled Special Education Van Routes \$28.45
  - Day Trip \$18.77, Night Trip \$18.77, Weekend Trip \$18.77,  
Overnight off-duty Rate \$ stipend amount based on trip
  - Wash Sweep Fuel beyond 30 min guarantee \$14.75
  - Transportation meetings \$14.75
  - Refresher Course Stipend \$55.00

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# Payroll – Trip Rates, Overtime, Holidays and Weekends - **Marengo**

- Overtime
  - Drivers select/bid on trips they want and then using a round robin process they are awarded extra-curricular trips?
  - This process is completed by the Transportation Director and Superintendents have access to the selection documents to monitor the process?

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# Payroll – Trip Rates, Overtime, Holidays and Weekends - **Mokena**

- Trip Rates
  - Route Rate – Regular Pay \$21.68
  - Day Trip \$22.46; Night Trip \$24.32; Weekend Trip \$27.37
- Overtime - Weighted in Skyward
  - How is it determined?
    - Over 40 hours per week
    - Pay at 1.5 per hour
  - Who monitors?

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# Payroll – Trip Rates, Overtime, Holidays and Weekends

Type of Pay	Marengo	Mokena
Starting Rate	\$22.75	\$21.68
Day Trip	\$18.77	\$22.46
Night Trip	\$18.77	\$24.32
Weekend	\$18.77	\$27.37
Off-Duty Rate (Overnight Trips)	(\$ Stipend based on trip)	
Training Rate	\$22.75	\$21.68

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# Payroll – Guaranteed Minimums

- Employee Handbook guarantees drivers and subs a 5 hour day
- Transportation Coordinator makes sure drivers get the guaranteed 5 hours
- Payroll is a double check on the 5 hours
- How the 5 hours is protected
  - Drivers/Subs must be working for the entire 5 hours
  - Drivers/Subs are driving, cleaning, fueling, or paperwork



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# Payroll - Benefits



- IMRF
  - 600 hours
  - Mandated payroll deduction of 4.5%
  - District contribution changes every year, approximately 10-11%, final rate notice in December for next year
  - Mokena all qualify
  - Marengo used to be about 50/50 that qualified but this year almost 100% with equalization of route times & shared trips.
- Non-IMRF
  - Less than 600 hours

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# Payroll – Benefits

- Benefits at Mokena 159
  - All drivers receive 20K life insurance paid by district - portable
  - Sick, Personal, and Condolence Days
  - Four (4) Paid Holidays
- Marengo Insurance - 4 driver only, but more with other school employment like kitchen etc.
- Insurance – varies by district
  - ACA 1230 hours for coverage – 30 hours per week for 41 weeks
  - Historically, had to add time in the kitchen to meet minimum hour requirements

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# Incentives - Mokena

- Reimbursement for training
  - Must complete training
  - Must become fully licensed driver with District
- Reimbursement for licensing cost
- Quarterly Driver Appreciation breakfast or luncheon
- PTA sponsored staff appreciation day
  - All staff and students wear yellow for bus drivers
  - PTA sponsors a lunch for drivers
- Monthly Team Meetings
- Daily Water and Snacks

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# Incentives - Marengo

- Reimbursement for training
  - Must complete training
- Paid Refresher Classes with pizza provided
- Bi-Annual Driver Appreciation breakfast or luncheon
- School Sponsored driver appreciation week
  - Treats throughout the week
  - Everyone given a Drivers Jacket at Breakfast
- Periodic treats in the bus garage
- Meal reimbursement during trips
- Annual physical reimbursement



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# Resources

IMRF

<https://www.imrf.org/en>



U.S. Department of  
**Health and Human Services**

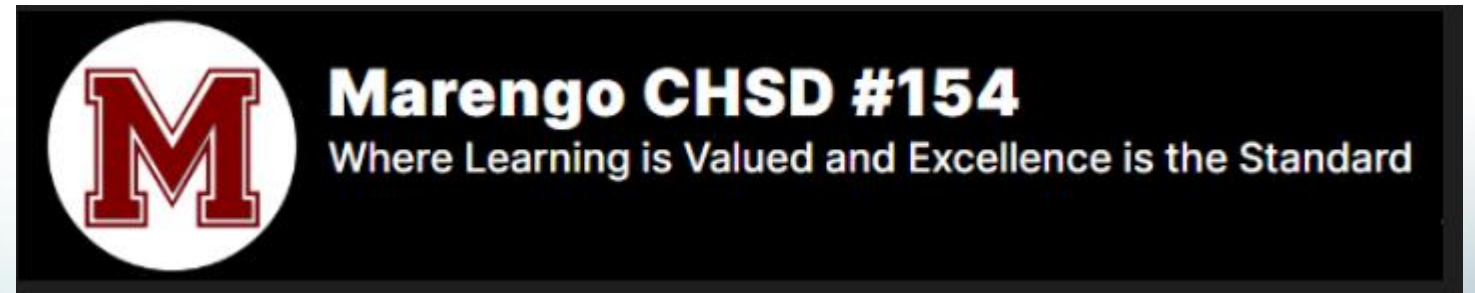
Enhancing the health and well-being of all Americans

US Department of Health and Human Services

<https://www.hhs.gov/healthcare/about-the-aca/index.html>

Marengo High School

<https://www.mchs154.org/>



Mokena Elementary School

<https://www.mokena159.org/>



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# ***Questions and Answers***

*We thank you for your time!*

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# Presenters:

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