

COLLECTIVE AGREEMENT

BETWEEN

AUTOBUS TRANSCO/CSAP

AND

**NOVA SCOTIA GOVERNMENT & GENERAL EMPLOYEES
UNION**

July 1, 2026 – June 30, 2029

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PREAMBLE

WHEREAS the Employer is charged with the responsibility of operating a school bus transportation system;

AND WHEREAS it is clearly understood that at all times and under all circumstances the primary, chief and main consideration is the provision of safe transportation;

AND WHEREAS in the implementation of this Collective Agreement due consideration has been given to the interest of all parties directly or indirectly affected or concerned;

AND WHEREAS the purpose of this Agreement is to define the wages and conditions of employment for members of the bargaining unit; to provide an amicable method of settling grievances or differences which may from time to time arise; and to promote the mutual interest of the Employer and the Employees;

AND WHEREAS it is recognized by this Agreement to be the duty of both parties to co-operate fully, and honestly, both collectively and individually for the purpose of the aforesaid conditions.

AND WHEREAS it is the desire of both parties to this Agreement to recognize the mutual value of joint discussions and negotiations in all matters pertaining to collective bargaining and to promote the more efficient operation of the school bus transportation system, the interests of the children being transported, and the well-being and security of those Employees in the bargaining unit.

DEFINITIONS AND RULES OF CONSTRUCTION

Throughout this Agreement, the masculine and feminine includes all genders and the plural includes the singular and vice versa as the context requires.

- a) **"Collective Agreement"** means this Collective Agreement or Agreement, the Articles contained herein, and Memorandum of Agreements, Schedules and any properly made amendments, additions, or alterations to it.
- b) **"CSAP"** means the Conseil Scolaire Acadien Provincial.
- c) **"Deadhead"** is the time from key turn at park out to first pick up and last drop off to key turn at park out.
- d) **"Employee"** means an Employee of the Employer who is a member of the bargaining unit and refers to all genders.
- e) **"Employer"** means Autobus Transco Inc. and its successors.

- f) **“Park Out”** means the location a bus is parked that has been approved by the Employer.
- g) **“Permanent Employee”** means one who works a regular schedule of hours and who has completed the probationary period.
- h) **“Probationary Employee”** means one who has been hired for a permanent position but has not completed the probationary period, subject to the terms of this Agreement.
- i) **“Spares”** are employees hired to replace bargaining unit employees who are ill, on vacation, or otherwise unavailable for work. Spare employees shall not permanently perform the job functions of a permanent bargaining unit employee and have terms and conditions of employment defined in Schedule 1.
- j) **“Temporary”** means an assignment of six (6) or more days of continuous route coverage.
- k) **“Union”** means the Nova Scotia Government and General Employees Union.
- l) **“Year”** means September 1st – August 31st, unless specifically modified to mean otherwise.

ARTICLE 1 – UNION RECOGNITION AND REPRESENTATION

1.01 Union Recognition

- (a) The Employer agrees to recognize and does recognize the Union as the sole bargaining agent for collective bargaining purposes for the bargaining unit comprising those Employees of the Employer providing services to the Conseil Scolaire Acadien Provincial (CSAP) in the following classifications: Bus Driver; Monitor; Spare Driver; Senior Dispatcher, Dispatcher, Trainer, Mechanic, Apprentice Mechanic, and Spare Monitors, that fall within the Union bargaining unit consisting of all Employees of Autobus Transco Inc. working within the CSAP excluding Supervisors and at above the rank of Supervisor and those persons excluded by paragraphs (a) and (b) of subsection. 2 of Section 2 of the *Trade Union Act*.”
- (b) In order to provide an orderly and speedy procedure for the settling of grievances, the Employer acknowledges the right of the Union to appoint or elect Shop Stewards, whose duties shall be to assist any Employee, whom the Shop Steward represents, in preparing and presenting their grievance in accordance with the grievance procedure.

ARTICLE 2 – NOTICES

- 2.01 Notices or correspondence between the parties concerning terms and conditions covered by this Agreement shall be sent to the President of the Union Local and the **Labour** Relations Officer.
- 2.02 As soon as it reasonably becomes known, the Employer shall notify the Union of staffing requirements in the classifications set out in this Agreement or any new classifications which may be created, including changes in staffing that result from the closing of facilities or the reduction of services provided.
- 2.03 It is also recognized by the Employer and the Union that the Employer agrees to inform all Employees of the names of all supervisory personnel and office Employees on the first payday in September of each year or at any time a significant change is made.
- 2.04 The Employer shall advise the Union Local of all new Employees hired **monthly**.
- 2.05 A new Employee or an Employee who is appointed to a new position, shall receive, upon commencement of the new position, a position description outlining the duties and responsibilities assigned to their position. All position descriptions shall be forwarded to the Union.
- 2.06 **New Classification**
- Should a new or substantially altered classification be created within the bargaining unit that is not covered in Appendix "A" of the Agreement, the Employer and the Union shall negotiate the rate of pay. Nothing herein shall prevent the Employer from filling such positions during such negotiations.

ARTICLE 3 – MANAGEMENT RIGHTS

- 3.01 The Union and the Employees covered by this Agreement recognize and acknowledge that it is the exclusive function of the Employer to manage its business and direct its working forces, which includes the right to:
- (i) maintain order, discipline and efficiency;
 - (ii) schedule and assign work to Employees;
 - (iii) hire, discharge, direct, classify, reclassify, transfer, promote, demote and suspend or otherwise discipline any Employee covered by this Agreement, provided that a claim for discriminatory promotion, demotion or transfer, or a claim that an Employee has been discharged, suspended, disciplined or

demoted, without just cause may be the subject of a grievance and dealt with as hereinafter provided in Article 17;

- (iv) plan, organize, direct, and control operations and make reasonable policies to be observed by the Employees and these policies shall not be inconsistent with the terms of this Collective Agreement.

3.02 The Employer also retains all other management rights which are not specifically limited by this Agreement.

3.03 The rights reserved to the Employer herein are subject to all other provisions of this Agreement and will be exercised in a manner that is consistent with the terms of the Agreement.

ARTICLE 4 – DISCRIMINATION

4.01 The Employer and the Union agree that there shall be no harassment, discrimination, interference, restriction or coercion with respect to any Employees by reason of age; race; colour; religion; creed; sex; sexual orientation; gender identity and gender expression; physical disability or mental disability; an irrational fear of contracting an illness or disease; ethnic, national or aboriginal origin; marital status; source of income; political belief, affiliation or activity; except as authorized by the *Human Rights Act*.

Further, the Employer agrees that there will be no discrimination with respect to any Employee by reason of their membership or activity in the Union.

4.02 The Employer and the Union consider harassment of an Employee in the workplace to be an unacceptable form of behavior which is detrimental to the well-being and job performance of the Employee. The Employer shall provide for a timely investigation and redress procedure for harassment complaints.

4.03 Sexual and Personal Harassment

- (a) **The Employer shall provide and the Union and Employees shall support a workplace free from sexual harassment and personal harassment, as defined in the Employers Harassment Policy and any other harassment based on the protected characteristics set out in Article 6.02. The Employer shall maintain a policy on workplace harassment.**
- (b) **Cases of harassment shall be a matter for grievance and arbitration. Such Grievances may be filed by the aggrieved Employee and/or the Union at Step 1 of the grievance procedure and shall be treated in**

strict confidence by both the Union and the Employer.

4.04 Same Sex Family Status

Any applicable family-oriented benefits, e.g. bereavement leave, medical/dental, etc. shall be available to families with same sex spouses.

4.05 Respectful Workplace

The parties are committed to a healthy, safe, and supportive workplace and are committed to providing a work environment that values diversity and treats all persons with respect and dignity.

ARTICLE 5 – UNION DUES

- 5.01 The Employer shall deduct bi-weekly from each Employee covered by this Agreement, effective the date their employment begins, current monthly dues and any initiation fee that the Union might impose.
- 5.02 The amount of Union dues deducted monthly shall be forwarded to the Union on the tenth (10th) day of each month following deduction accompanied by a list containing the names of all Employees from whom deductions have been made **and including current classification, mailing address, email address and phone number(s).**
- 5.03 The Employer agrees to recognize any change in assessments in accordance with the Constitution and By-laws of the Union from time to time levied by the Union and its members.
- 5.04 The Employer and the Union shall equally share the cost to prepare and deliver to each Employee one copy of this Agreement. In addition, the Employer shall ensure that sufficient copies of this Collective Agreement are available as needed by the Union for administrative purposes.

ARTICLE 6 - NO STRIKE OR LOCKOUT

- 6.01 The Union agrees that there shall be no strike during the term of this Agreement and that the Union will take affirmative action to prevent any Employee who is a member of the Union from going on strike or suspending or slowing down their work and the Employer agrees that there shall be no lock-out of the members of the Union during the term of this Agreement.

- 6.02 Employees covered by this Agreement shall have the right to refuse to cross any picket lines arising out of a labour dispute where safety of the Employee and students is a legitimate concern. In such instances, the Employee will contact dispatch by two-way radio for further instruction. Failure to cross a picket line in such instances shall not be considered a violation of this agreement, nor shall it be grounds for disciplinary action.
- 6.03 The words "strike" and "lockout" shall be as defined in the *Trade Union Act*.

ARTICLE 7 - JOB SPECIFICATIONS AND HOURS OF WORK

7.01 Hours Worked

- (a) Bus drivers and monitors shall work on a regular part-time basis and be paid for the hours worked at the hourly rate as outlined in Schedule A, except where specifically stated otherwise in this agreement.
- (b) For bus drivers and monitors, hours worked is the period from the first scheduled **arrival time** to the last scheduled drop-off in the morning and the period from the first scheduled **arrival time** to the last scheduled drop-off in the afternoon, plus incidentals.
- (c) The minimum hours of work per day for the a.m. and p.m. runs combined, including incidentals, for drivers and monitors shall be four (4) hours.
- (d) Payment for incidentals for bus drivers who work their assigned route will be compensated for one (1) hour and forty-five (45) minutes at the prevailing rate of pay. Payment for incidentals for monitors who work their assigned route will be compensated for one (1) hour and thirty (30) minutes at the prevailing rate of pay.
 - i. Incidentals for bus drivers shall include pre-trip and post trip circle check, deadhead, bus wash, reasonable discipline, interior cleaning, paperwork, fueling the vehicle which includes windshield washer fluid; and motor oil. **The payment for the above will be divided equally between the A.M. and the P.M. route.**
 - ii. The following **as listed below shall also** be included in **incidentals up to a maximum of fifteen (15) minutes. Anything over and above fifteen (15) minutes, will be considered as extra work;** reasonable traffic delay, discussing routing issues **with an approved appointment**, returning a student back to school, swapping buses, wait time during mechanical breakdown and performing a regen run.

Diesel Exhaust Fluid filling (DEF), Management meetings and maintenance not listed above shall be paid in addition to incidentals.

- (e) Incidentals for monitors, shall include reasonable discipline, documenting any student disciplinary issues and child checks. The following will be included if less than fifteen (15) minutes. **Anything over and above fifteen (15) minutes, will be considered as extra work**; returning a student back to school, swapping buses, wait time during mechanical breakdown and performing a regen run. Management meetings shall be paid in addition to incidentals. The payment for the above will be divided equally between the A.M. and the P.M route.
- (f) Bus Drivers hired on a permanent route and that live in locations (Sydney, Arichat and Cheticamp, Greenwood, Truro, Bridgewater and **Belle Baie**) where there is no rotating mechanic will be entitled to one (1) hour a day for the purposes of bus maintenance and repair.

If a driver refuses the Company's reasonable request to bring their bus in for scheduled maintenance, the Company will deduct three (3) hours from the daily maintenance amount payable to the original Driver assigned to the Bus.

- (g) Spare Drivers, once assigned a route, on a temporary basis, will be compensated for the regular pay of the route which includes incidentals.

7.02 Those mid-day runs that are not continuous with the Employee's regular a.m. and p.m. runs, shall be paid a minimum of one and one-half (1.5) hours at the Employee's regular rate regardless of time worked, with the exception of those runs that result in consecutive work that is offset by an earlier completion of an Employee's day.

7.03 Assignment of Extra Work

- (a) (i) Assignment of extra work shall be distributed in a just and equitable manner among eligible bus drivers and monitors and **will be assigned based on the Employee's geographical proximity to the family of schools where the extra work is taking place, with regards to the Employee with the least amount of hours of extra work at the time the work is assigned.** The Union members of the Labour Management Committee will review the distribution of extra work, identify and resolve operational difficulties, and ensure that future assignments address any inequitable situations. Extra work in this paragraph means any work that is not a home to school run. Extra work in this paragraph means only (i) Field trips/School Charters, (ii) distribution of supplies from the Company's base location to a Company

bus parking location, and (iii) shuttling of buses within Nova Scotia provincial boundaries.

(ii) Shuttling your own bus within Nova Scotia boundaries is not considered extra work and will not be recorded on the bowling sheet.

- (b) Field Trip/Charters shall be compensated based on first pick up to last drop off, if a Field Trip/Charter occurs during or after the Employee's home to school run. Employees will be compensated based on key-to-key for any other kinds of Field Trip/Charters. For any Field Trip/Charter Employee's will receive their regular rate with a minimum of one and one-half (1.5) hours for one way trips and three (3) hours for all return trips. For further clarification, key-to-key driving is defined as the time required to perform the assigned tasks associated with providing charter (field trip) service to customers.
- (c) Distribution of Supplies and the Shuttling of Buses shall be compensated key-to-key driving time at regular rates with no guaranteed minimum hours. For further clarification, key-to-key driving is defined as the time required to perform the assigned tasks associated with shuttling a bus. A fifteen (15) minute allowance for pre-trip inspections is allowed if assigned on a non-school calendar day.
- (d) It is the responsibility of the Employer to maintain an accurate record (bowling sheets) of all extra work i.e. shuttle, field trips, charter and/or any other work deemed to be extra work. **Bowling sheets will contain rolling totals, separated by area. Spare drivers will have a separate category on the sheet.**
- (e) When working an extra work assignment, Employees will not be paid for any time that overlaps with their regular daily route.
- (f) **Extra work during any layoff period will be assigned by seniority on a rotating basis to interested drivers and monitors. The Employer will request expression of interest from Employees prior to the last day of school. This work will not be recorded on the bowling sheet.**

7.04 **Storm Days, In Service Days and Start Up Day**

- (a) All bus drivers and monitors shall be paid their regular a.m./p.m. wages, including incidentals, when the weather interrupts regularly scheduled work. All school bus drivers and monitors shall ensure their bus is prepared for the next scheduled workday.

In the event that the Company's contract no longer compensates for the above, the Employer will meet with the Union to discuss the continuation of payment. The Union will work with the Employer to amicably resolve this situation.

- (b) Bus drivers and monitors will ensure that work will be performed if reasonably possible, but it is understood weather conditions may interrupt the safe operation of their vehicles. Bus drivers do have the option not to transport children should the driver feel conditions are not safe in accordance with the *Occupational Health and Safety Act* of Nova Scotia.
- (c) Bus drivers and monitors shall be paid their regular a.m. /p.m. wages, including incidentals for four (4) in-service days. The Employer shall have the right to schedule training sessions on in-service days which Employees are required to attend and for which these Employees will be paid their regular a.m./p.m. wages. In addition to in-service days, when bus drivers and monitors are required to attend any other mandatory driver/monitor safety meetings, they shall be paid for all extra time spent with a minimum of three (3) hours. Employees will receive two (2) weeks notice for any mandatory training required. Any driver who fails to attend any scheduled mandatory training in its entirety will not be paid for any missed time.
- (d) Employees shall receive a minimum of four (4) hours pay for the attendance at the annual start up day designated by the Employer and will be paid for the time spent making the initial contact with parents unless more time is required and additional compensation will be discussed between the Employer and Employee. Any Employee traveling more than a total of 100 kilometers round trip from their home address, shall receive additional compensation for entire travel time

7.05 **Mechanics/Apprentice Mechanics-Dispatchers**

- (a) For mechanics and apprentice mechanics, regular hours of work shall be forty (40) hours per week, eight and one-half (8.5) hours per day, with an unpaid lunch of thirty (30) minutes. Employees shall receive a fifteen (15) minute break in the morning and afternoon each day.
- (b) For Dispatchers, regular hours of work shall be forty (40) hours per week, nine (9) hours per day, with an unpaid lunch of one (1) hour. Employees shall receive a fifteen (15) minute break in the morning and afternoon each day
- (c) Employees shall be paid overtime at the rate of one and one-half (1.5) times the regular rate for all hours worked beyond **eight and one-half**

(8.5) hours from the start of their working day or forty (40) hours per week whichever is greater

- (d) The Employer on a rotation basis will allocate overtime to Employees within the unit who are willing and qualified to perform the available work.
- (e) For any overtime for which there has not been twenty-four (24) hours notice given, the Employee shall be paid a minimum of four (4) hours, except in the case of extended duties for unforeseen continuation of normal daily duties.

Regarding maintenance shifts, the Company has the sole right to establish shifts whether they be day, night, afternoon or weekend. The Company will ask for volunteers for each shift on the basis of seniority and classification. Employees will be given **four (4)** weeks' notice of a permanent shift change.

7.06 **Spare Driver and Spare Monitors**

- (a) All work assigned is defined as "unscheduled work" intended to supplement the work of permanent school bus drivers & monitors in situations of temporary shortage.
- (b) **When a route is to be assigned on a temporary basis, the Employer will offer the route to the most senior, available spare driver who is not already in a temporary assignment.**
- (c) **Day to day** work will be distributed in a fair and equitable manner amongst available spare drivers and spare monitors based on the needs of the Employer and the availability of Employees.
- (d) Spare Employees shall be paid for the hours worked at the hourly rate as outlined in Appendix "A" to this Schedule, except where specifically stated otherwise in this agreement. When replacing a bus driver or monitor daily route, the minimum hours of work per day for the a.m. and p.m. runs combined, including incidentals, shall be four (4) hours.
- (e) The Employer may, in its absolute discretion, offer additional compensation to cover expenses for Employees who are asked to travel for a work assignment.

ARTICLE 8 – LEGAL HOLIDAYS

- 8.01 (a) The following days shall be considered legal holidays for the purpose of this collective agreement.

- New Years Day
- Heritage Day
- Good Friday
- Easter Monday
- Victoria Day
- Canada Day
- Natal Day
- Labour Day
- Truth and Reconciliation Day
- Thanksgiving Day
- Remembrance Day
- Christmas Day
- Boxing Day

Any day appointed by proclamation of the Lieutenant Governor of Nova Scotia as a general holiday.

- (b) Day shall mean the daily hours of work pursuant to Article 7.
- (c) **In order to be eligible for holiday pay on a legal holiday**, the Employee must work the scheduled workday immediately preceding **the holiday**, **and the scheduled workday** immediately following the legal holiday in order to be eligible for pay on that holiday, unless on pre-approved leave. Court leave, bereavement leave, union leave and medical appointments are considered pre-approved leave. **Employees who are on a seasonal layoff (Christmas break, Summer Break, etc.) are not eligible for holiday pay for any legal holidays falling within the layoff period unless specifically scheduled by management to work on the day immediately preceding and the day immediately following the legal holiday.**
- (d) Employees **who are eligible for holiday pay in accordance with 8.01(c)** shall be paid their Christmas Day and New Years Day compensation on the last pay prior to the Christmas Holiday.

8.02 No Employee shall be required to work on a legal holiday.

8.03 If a Legal Holiday falls on a non-working day **that does not also fall during a period of seasonal layoff**, the Employer shall grant a day in lieu or pay in lieu of, at the option of the Employee. The day in lieu of, will be taken at a time mutually agreed upon by the Employee and the Employer.

8.04 An Employee who works on a Legal Holiday as outlined in Article 8.01 shall be paid at the rate of one and one-half (1.5) times regular pay and a day off in lieu

ARTICLE 9 – VACATION

- 9.01 Every Bus Driver and Monitor shall earn vacation pay according to the following Length of Continuous Service. Length of Continuous Service is based on September 1st and February 1st of each year.

For Employees employed on **February 12, 2024**, their vacation pay shall be as follows:

- Less than one (1) year - 4%
- One (1) year but less than five (5) years - 5%
- Five (5) years but less than ten (10) years - 6%
- Ten (10) years or more - 8%

For Employees hired after **February 12, 2024**, their vacation pay shall be as follows:

- **Less than five (5) years** - 4%
- Five (5) years but less than ten (10) years - 6%
- Ten (10) years or more - 8%

- 9.02 Vacation pay shall be calculated on the Employee's regular gross earnings excluding overtime. Vacation pay is paid out every paycheque.

9.03 **Mechanics/Apprentice Mechanics-Dispatchers**

For Mechanics/Apprentice Mechanics, **and** Dispatchers, they will receive the following vacation entitlements. Length of Continuous Service is based on July 1st of each year. **Vacation entitlements as covered by this section also reset July 1st of each calendar year.**

For Employees vacation time shall be as follows:

- Less than one (1) year 2 weeks vacation
- One (1) year but less than **five (5)** years 3 weeks vacation
- **Five (5)** years or more 4 weeks vacation
- **Fifteen (15)** years or more 5 weeks vacation

- 9.04 Mechanics/Apprentice Mechanics, **and** Dispatchers shall take their vacations at such time as shall be mutually agreeable to the Employer and the Employee. Employees will be expected to take a minimum fifty percent (50%) of their total vacation entitlement during school holidays, **including March Break, Summer Break and P.D. Days.**

If these Employees are entitled to vacation pay, they shall be paid out prior to May 31st of each year.

- 9.05 Vacation selection shall be by seniority.
- 9.06 Vacation pay shall be calculated on the Employee's regular gross earnings excluding overtime. Vacation will be paid when the Employee takes their vacation time off.
- 9.07 When a Legal Holiday as defined in Article 8.01 occurs during an Employee's annual vacation, such Employee shall be entitled to an additional day's vacation with pay at their prevailing rate. Such day shall not necessarily immediately follow the vacation period of such Employee but shall be taken at a time mutually agreeable to the Employer and the Employee.
- 9.08 **If an Employee becomes ill during a period of vacation and such illness is supported by a medical certificate from a legally qualified medical practitioner, the Employee will be granted sick leave to the extent the Employee has existing sick leave credits and their vacation credits will be restored.**
- 9.09 Every spare driver and spare monitor shall have vacation pay added to their hourly rate at a rate of four percent (4%).
- 9.10 Vacation pay shall be calculated on the Employee's gross earnings but excluding overtime.

ARTICLE 10 – WAGES

- 10.01 All Employees shall be paid the applicable wage rates outlined in Schedule "A".

ARTICLE 11 – CALL OUT PAY

11.01 Call Out Pay

- (a) If the School Board requests the Employer to begin a school-to-home PM run earlier than originally scheduled because of inclement weather or some other reason that affects the entire School Board route system, and as a result of such request the Employer calls out all School Bus Drivers and Monitors to begin their regularly assigned runs earlier than scheduled, then each such Employee called out and reporting for work shall be paid, in addition to their regular pay, an additional three (3) hours pay for such early call out.

- (b) If the School Board requests the Employer to begin a school-to-home PM run earlier than originally scheduled because of inclement weather or some other reason that affects only part of the School Board route system, and as a result of such request the Employer calls out some School Bus Drivers and Monitors to begin their regularly assigned runs earlier than scheduled, then these Employees called out and reporting for work shall be paid, in addition to their regular pay, an additional four (4) hours pay for such early call out.
- (c) If the School Board requests the Employer to begin a home-to-school AM run later than originally scheduled because of inclement weather or some other reason that affects only part of the School Board route system, and as a result of such request the Employer calls out the regular assigned School Bus Drivers and Monitors to begin their runs later than scheduled, then these Employees called out and reporting for work shall be paid an additional two (2) hours pay for such late call out.

ARTICLE 12 – PROBATIONARY PERIOD, SENIORITY, JOB POSTING, LAYOFF AND SECURITY OF EMPLOYMENT AND RECALL

12.01 Probationary Period

- (a) Each Employee hired to fill a permanent position shall have a probationary period of ninety (90) working days from the first working day in the permanent position. Upon successful completion of the probationary period, seniority shall be effective from the original date of employment in the permanent position. Employees will serve only one probationary period.
- (b) Probationary Employees shall have no seniority rights during the probationary period as described in 12.01(a). For greater clarity, the Employer may discharge probationary Employees for any reason without notice and without just cause, including for reasons based on performance and suitability.
- (c) **Mechanics/Apprentice Mechanics, and Dispatchers shall have a probationary period of ninety (90) working days from the date of hire in the permanent position. Upon successful completion of the probationary period, seniority shall be effective from the original date of employment in the permanent position.**

12.02 Job Posting

The following rules shall apply to filling permanent positions (whether as a result of vacancies, or newly created positions), promotions, layoffs and recalls:

- (a) The Employer will advise the Union and the members by e-mail of all anticipated permanent positions to be filled as soon as reasonably possible and fourteen (14) days in advance of filling the position.
- (b) Subject to the next sentence, in filling permanent positions or promotions, appointment shall be made of the Applicant with the greatest seniority in the following order:
 - (i) Employees on the recall list;
 - (ii) Employees currently assigned a permanent position;
 - (iii) Spare Employees

all subject to qualifications and ability being relatively equal. An Employee appointed in accordance with this article shall not be eligible to fill further permanent positions until the beginning of the next school year, except **for** an Employee who has filled a permanent position through recall from layoff in accordance with paragraph (c), (d), or (e) shall be immediately eligible to fill another permanent position.

- (c) **The Employer may post vacant routes for the following season/school year starting August 1st, of each year.**
- (d) In filling vacancies or promotions, appointments shall be made of the Applicant with the greatest seniority, subject to qualifications and ability being relatively equal. An Employee appointed in accordance with this article shall not be eligible to fill further vacancies until the start of the following school year, **regardless of classification.**

12.03 Layoff and Recall

- (a) Should the Employer decide, due to efficiencies implemented by it, to decrease the number of bus drivers in its employ, then those Employees shall be laid off in accordance with the appropriate terms of the Collective Agreement. At its discretion, in such circumstances, the Employer may also attempt to accomplish any permanent reduction in the number of school bus drivers by attrition.
- (b) The Union and the Employer agree that policies enacted by the CSAP may have the effect of reducing the services that the CSAP requires of the Employer. Therefore, the Union and the Employer agree that should a change in CSAP policy, adopted at a CSAP meeting, result in a reduction

in the number of bus drivers required by the Employer, any layoffs shall be done in accordance with the appropriate terms of the Collective Agreement in regard to layoff and recall.

- (c) In the event of layoff, the affected Employee will bump the least senior Employee in the classification and this Employee may exercise seniority over the least senior Employee in the classification within the bargaining unit.
- (d) In the event of layoff or reduction of work of two (2) or more Employees at any one (1) time, the Employees affected may elect to exercise their seniority on any one of the same numbers of most junior Employees in the classification within the Employee unit. These Employees may exercise their seniority over the same number of least senior Employees in the classification within the bargaining unit.
- (e) In the event of recall, Employees shall be recalled by classifications of work as required by the Employer and those with the most seniority in the classifications concerned shall be recalled first subject to qualifications and ability. The method by which the Employer will recall laid-off Employees will be as follows: the Employer will send an email to each Employee on the recall list, describing available permanent positions and inviting those who are interested to reply by email within no less than one (1) week's deadline. It is each Employee's responsibility to reply to the email notice. It is each Employee's responsibility to ensure that they have provided an accurate email address or contact information to the Employer.

12.04 **Seniority**

- (a) In cases where Employees covered by this agreement are not previously Employees but have the same bargaining unit seniority date and further determination of seniority is required, the names will be "drawn from a hat" in witness of two (2) Employer representatives and two (2) representatives from the Union's Labour Management Committee or designate. The first name drawn will be the most senior and subsequent draws will indicate the descending order of seniority.
- (b) The Apprentice Mechanic will not be covered by any seniority provisions of this Agreement. The Apprenticeship Program requires successful completion of all tests and evaluations. The Apprentice Mechanics Program and Employment will terminate at any time during the program where established standards of performance are not met.
- (c) Upon successful completion of the Apprenticeship Program the Apprentice Mechanic may be offered a mechanic position at the Employer's sole discretion and will commence employment as a

probationary Employee. Upon successful completion of the probationary period, seniority shall be effective from the original date of employment in the apprenticeship program position.

- (d) A seniority roster of all Employees covered by this Agreement showing classification, full name, and seniority date shall be revised and posted in October of each year. Upon presentation of proof of error by an Employee or the Union or the Employer, such errors shall be corrected. The Employer shall provide the Union an updated copy of the seniority list upon reasonable request.
- (e) Established seniority shall not be subject to forfeiture by an Employee unless:
 - i. the Employee voluntarily leaves the service of the Employer; or
 - ii. the Employee is discharged for just cause; or
 - iii. the Employee is laid off for a period of twelve (12) months and the period has not been extended in writing at the request of the Employee for a further twelve (12) months; or
 - iv. the Employee has been assigned to a position outside the bargaining unit for a period in excess of eighteen (18) months; or
 - v. having been laid off, the Employee fails to return to work within three (3) weeks of having been recalled; or
 - vi. the Employee resigns and does not rescind the resignation within twenty-four (24) hours.

However, it can be mutually agreed between the Union and the Employer to waive subsection a, c, d and e and f of Article 12.06:

- vii. In cases where Employees covered by this agreement are not previously Spare Employees but have the same Bargaining Unit seniority date and further determination of seniority is required, the names will be "drawn from a hat" in witness of two (2) Employer representatives and two (2) representatives from the Union's Labour Management Committee or designate. The first name drawn will be the most senior and subsequent draws will indicate the descending order of seniority.

12.05 **Supply Driver**

- (a) **An opportunity for extra work is available when a bus driver is**

awarded a Supply Driver body of work.

- (b) When a Supply Driver body of work is available, the work will be awarded based on Article 7.03.
- (c) The Supply Driver body of work will be awarded at the start of each school year and will remain with the successful Employee for the remainder of the school year, or until they opt out of the work. If/when this occurs, the body of work will be awarded based on Article 7.03.

ARTICLE 13 – TEMPORARY ASSIGNMENTS

- 13.01 Any Employee covered by this Agreement who agrees to a temporary assignment to another classification, within the bargaining unit, for which the rate of pay is lower than the rate of pay for such Employee's regular classification, shall receive their regular rate of pay while so employed and not the rate of pay for the temporary assignment.
- 13.02 On each occasion when an Employee agrees to a temporary assignment to a classification, within the Bargaining Unit, for which the rate of pay is higher than the rate of pay for such Employee's regular classification, they shall be paid at the higher rate of pay from the first day of such assignment.
- 13.03 An Employee who agrees to a temporary transfer to a position beyond the scope of the bargaining unit shall retain and accumulate seniority and continue to be covered by the provisions of the Collective Agreement, providing the temporary assignment does not exceed three (3) months. After three (3) months the temporarily assigned Employee shall retain accumulated seniority for a period not to exceed eighteen (18) months but shall not be covered by the provisions of the Collective Agreement.

ARTICLE 14 - LEAVE OF ABSENCE

14.01 General Leave

- (a) If, in the opinion of the Employer operational requirements permit, a request for a leave of absence without pay shall not be unreasonably denied. Any such leave in excess of ten (10) consecutive working days shall be without seniority and the Employee's date of hire shall be amended accordingly to reflect the period of time the Employee was on leave.

- (b) Notwithstanding 14.01 (a), no Employee shall be granted leave to engage in alternate employment.

14.02 Sick/Personal Leave

- (a)
 - i. Each Employee shall earn sick/personal leave at the rate of zero point six (0.6) days per month to a maximum of six (6) days per year. A year shall mean September 1st – June 30th.
 - ii. A month of service is one which the Employee works ten (10) days or more otherwise there is no earned entitlement. For greater clarity no sick/personal leave is earned for a month in which an Employee works less than ten (10) days.
 - iii. For the purpose of this Article, days on which an Employee receives pay in accordance with the provisions of the Collective Agreement shall count as a day of work.
- (b) Any unused sick/personal leave entitlement will be paid out to **active** Employees on the first pay in June of each year. **Terminated Employees or Employees who have resigned their employment are not eligible for a pro-rated payout of sick time.**
- (c) Any unused sick/personal leave entitlement, will be paid out to Employees on the **first** pay in June of each year.
- (d) Sick/personal leave is defined as (I) illness or medical appointment of the Employee, member of the Employee's immediate family, or (II) an emergency matter at the Employee's home that requires the Employee's attention. The Employer reserves the right to request such information from an Employee as is reasonably necessary to determine whether Sick Leave is justified.
- (e) **Sick leave can be taken as a full or half day.**

14.03 Bereavement Leave

- (a) The Employee will be granted up to five (5) consecutive days paid bereavement leave to mourn the loss of spouse, parent, child, grandparent, grandchild, or sibling.
- (b) In the event of a death of a parent-in-law, child-in-law, sibling-in-law, **siblings child and parent's sibling** and a relative permanently residing in the Employee's household or with whom the Employee permanently resides the Employee shall be entitled to leave with pay for one day.

- (c) If the death occurs in the Employee's immediate family when the Employee is at work, the Employee shall be granted leave with pay for the remainder of the Employee's scheduled shift.
- (d) The above entitlement is subject to the provision that proper notification is made to the Employer.
- (e) The Employer may grant special leave for bereavement in addition to the above as determined necessary. Leave can be granted at the discretion of the Employer for the death of persons other than the aforementioned persons in paragraph (a) and (c).
- (f) If an Employee is on vacation or sick leave at the time of bereavement, the Employee shall be granted bereavement leave, and be credited the appropriate number of days to their vacation or sick leave credits.
- (g) An Employee may defer a portion of their bereavement leave for the purpose of attending a memorial service or burial service held subsequent to the death of the relative. The Employee shall notify the Employer of their intention to defer a portion of their bereavement leave upon becoming aware of the need to do so.

14.04 Leave for Union Business

- (a) Where operationally reasonable and with at least four (4) weeks' notice where possible, special leave without pay may be granted to Employees for Union business as may be authorized by the Union. Such permission shall not be unreasonably denied. Unless it will impose financial hardship on the Employer, the Employer, at the request of the Union, will continue the salary of the Employee who is granted leave in accordance with Article 6 and will invoice the Union for the Employee's salary and benefit costs.
- (b) When an Employee has been granted leave of absence as outlined in Article 14.04 (a), they will experience no loss of seniority or benefits.
- (c) The Employer agrees that where permission has been granted to representatives of the Union to leave their employment temporarily in order to carry on negotiations with the Employer, or with respect to a grievance, they shall suffer no loss of pay for the time so spent.
- (d) Where operational requirements permit, and on reasonable notice, leave without pay and without loss of seniority may be granted to Employees who are elected as officials or delegates of the union to attend meetings or functions in their official capacity.
- (e) The Employer will continue the salary of an Employee who is granted

leave without pay in accordance with Article 14.04 and will bill the Union for the Employee's salary.

14.05 Maternity and Parental Leave

- (a) Employees shall be granted leave and benefits in accordance with the provisions of all Statutes of the Province of Nova Scotia and this Collective Agreement.
- (b) Articles 14.01, 14.03, and 14.05 do not apply to Employees on Maternity and Parental Leave.
- (c) While an Employee is on Maternity or Parental leave the Employee shall be entitled to continue participation in eligible benefit plans provided the Employee makes arrangements to pay in advance or to provide post-dated cheques for the payment of the Employee and Employer's share of the benefit premiums for the period of the leave.

14.06 Leave of Absence for the Full-Time Union Executive Position

Where the Union has determined the requirement for a fulltime elected Union Executive position under the following headings: President (NSGEU), First Vice President, Second Vice President, Third Vice President, Secretary Treasurer; President and Secretary Treasurer of the National Union of Public Employees (NUPGE), or President of the Nova Scotia Federation of Labour an approved leave of absence without pay shall be granted in accordance with the following provisions:

- a. An Employee elected to one of the above noted fulltime Union Executive positions shall be given an approved leave of absence without pay for the term(s) they are to serve, up to thirty-six (36) months.
- b. All benefits of the Employee shall continue in effect while the Employee is serving in the fulltime Union Executive position and for such purposes, the Employee shall be deemed to be in the employ of the Employer and to have continuous service with the Employer for all purposes.
- c. The gross salary shall be determined by the Union and paid to the Employee by the Employer. The amount of the gross salary shall be reimbursed to the Employer by the Union. The Union shall also reimburse to the Employer the Employer's portion for all statutory and required benefit contributions/premiums/deductions during the approved leave of absence.
- d. Upon expiration of their term of office, the Employee shall be reinstated in the position they held immediately prior to the commencement of

leave, or in a position mutually agreed upon by the Employee and the Employer.

- e. Any vacation earned but not used prior to the Employee taking office shall be carried over to be taken in the fiscal year in which the Employee returns from the approved leave of absence.
- f. A leave of absence for a second and subsequent consecutive terms shall be granted in accordance with the above.

14.07 **Training**

- (a) Employees shall have the opportunity for paid training when the training is required by Employer, **be paid for road tests and annual evaluations that take place outside of their regular scheduled driving time.**
- (b) Employees shall suffer no loss of pay for the time spent at mandatory training and all associated costs, **including travel time at the Employee's rate of pay**, will be paid by the Employer.

14.08 **Court Leave**

- (a) The Employer shall grant a leave of absence, with pay, for any Employee subpoenaed or summoned to appear on behalf of the Employer, and in any proceeding in which the Employee is subpoenaed or summoned to appear provided the Employee is not a party to the proceedings.
- (b) The Employer shall grant a leave of absence, without pay, for any Employee called to serve as a juror.
- (c) The Employee will not suffer any loss of seniority or benefits extending from this Collective Agreement during a period of leave as outlined in Article 14.08 (a) and (b).

14.09 **Other Leaves**

Employees shall be entitled to other leaves in accordance with the Employer's policies, or as otherwise required in accordance with the provisions of the Nova Scotia *Labour Standards Code*.

ARTICLE 15 – PAYROLL PERIODS

- 15.01 Payroll periods shall be bi-weekly and shall be by automatic bank deposit. When the regular payday falls on a holiday, the payday shall be the last banking day prior to such holiday.

- 15.02 Pay statements shall include, but not be limited to, hours/dates worked, pay, overtime, deductions and all other information applicable.

ARTICLE 16 – MANAGEMENT AND LABOUR RELATIONS

- 16.01 The Employer shall provide the Union with a list of supervisory staff and the Union shall provide the Employer with a list of Union Executive and Shop Stewards.
- 16.02 The Employer and the Union agree to establish a Labour-Management Committee consisting of not more than four (4) representatives of the Union and not more than four (4) representatives of the Employer. Union members will receive the applicable regular hourly rate for the time spent travelling and in attendance. The Union agrees to make reasonable efforts to conduct Labour-Management meetings outside any members' daily operational workdays.
- 16.03 The Committee shall consider such items affecting the operation and maintenance of school buses, distribution of extra work assignments, the safety and well-being of students, Employee development and training and the harmonious relationships between the Employer and Employees as are mutually agreed upon.
- 16.04 The Committee shall meet once in each calendar month except July, August, and September. Such meetings may be called by either party. Other meetings may be held as mutually agreed upon. Minutes will be distributed two (2) weeks following each meeting. Labour and management shall provide notification of all guests.
- 16.05 All reasonable requests for information shall be provided to Union representatives on the Labour-Management Committee.

ARTICLE 17 – GRIEVANCE PROCEDURE AND DISCIPLINE

17.01 Grievance Procedure

- (a) Should a dispute arise between the Employer and any Employee or the Union regarding the interpretation, meaning, operation or application of this Agreement, including any question as to whether a matter is arbitrable, or where an allegation is made that this Agreement has been violated, such dispute shall be settled without interruption of the Employer's business in the following manner:

Step One:

An Employee shall within ten (10) working days of becoming aware of an occurrence that could become the matter of a grievance, bring the incident to the attention of their immediate supervisor verbally or in writing. The immediate supervisor shall respond verbally or in writing within five (5) working days of the meeting.

Step Two:

If the grievance is not resolved at Step One of the grievance procedure, the grievance shall be put in writing and presented to the immediate supervisor **within ten (10) working days of the Supervisor's response**. The Branch Manager shall arrange a meeting of both parties to discuss the grievance within ten (10) working days of receiving the grievance and respond to the grievance in writing within five (5) working days of the meeting.

- (b) Failing satisfactory settlement being reached in Step Two, the Union shall, within ten (10) working days from the day the Location Manager, or their delegate, rendered his decision, give fifteen (15) working days' notice in writing to the General Manager of its intention to refer the dispute to arbitration.
- (c) Within fifteen (15) working days of a grievance being referred to arbitration the Employer and the Union will agree on a sole arbitrator to hear the grievance. The expenses and remuneration of the arbitrator shall be borne in equal amounts by the Union and the Employer.
- (d) In the case of a suspension or discharge, the grievance may be submitted at Step 2 of the grievance process.
- (e) For any matter where the Employee has a meeting with the Employer at any step of the grievance procedure concerning a grievance or potential grievance, the Employee may be accompanied by representatives of the Union.

17.02 Policy Grievances

It is the intention of the parties that a policy grievance shall be reserved for disputes involving a question of general application or interpretation. These grievances will be submitted at Step Two of the Grievance Procedure in Article 17.01.

17.03 General

- (a) Grievances may be delivered by email, mail, or personally delivered.

- (b) Any step of the grievance procedure may be omitted by the mutual agreement in writing by both parties.
- (c) Any time limit fixed during the grievance procedure may be extended by mutual agreement in writing by both parties.
- (d) Subject to the rights pursuant to the OH&S Act, no Employee shall refuse to perform an assigned duty or task because such Employee considers that the terms of the Agreement have been violated. In any such instance the Employee shall perform the task and grieve later.
- (e) The time limits in this article will be deemed to be mandatory.

17.04 **Discipline**

- (a) The Employer reserves the right to discipline, suspend, or discharge Employees for just cause.
- (b) The Employer shall provide the Union with a copy of any written disciplinary notice within two (2) days of such action being taken.
- (c) **The Employer shall inform an Employee of their right to** Union representation at a meeting called by the Employer to advise of discipline, suspension or discharge or for the purpose of investigation.
- (d) An Employee, accompanied by Union representation, may request a meeting with the Employer to discuss the discipline, suspension or discharge within ten (10) working days of having received the discipline, suspension or discharge.
- (e) Records of any discipline shall be removed from the Employee's file if, within the twenty four (24) months following a discipline meeting there has been no further discipline of the same or of a similar nature.

ARTICLE 18 – PROTECTIVE CLOTHING SAFETY EQUIPMENT AND CLEANING SUPPLIES

- 18.01 The Employer agrees to provide all Personal Protective Equipment (PPE) if either Occupational Health and Safety legislation of the Province of Nova Scotia or Employer's policy requires such PPE be worn by Employees.
- 18.02 The Employer, upon submission of proof of purchase by the Employee, shall provide an annual allowance of up to **three** hundred dollars (**\$300.00**) per year to Mechanics and Apprentice Mechanics for the purchase of steel-toe safety shoes or boots.

- 18.03 Mechanics and Apprentice Mechanics shall be provided with clean coveralls each work day.
- 18.04 **The Employer will provide cleaning and safety supplies, including a biohazard kit, garbage bags, broom, paper towels, and cleaning solution. These supplies will be available to be replenished upon request.**

ARTICLE 19 – MEDICAL AND EYE EXAMINATION

- 19.01 The Employer agrees that the fees for medical and eye examination, which bus drivers are required by the Nova Scotia Registry of Motor Vehicles to have periodically, shall be borne by the Employer up to a maximum of **two hundred dollars (\$200.00)** per **school year**. The Employee must provide a receipt prior to reimbursement.
- 19.02 Should the Employer require an Employee to undergo a medical or optical examination to determine fitness to carry on or resume work, the expense of the examination will be borne by the Employer. The Employee must provide a receipt prior to reimbursement.
- 19.03 Spare Drivers and Spare Monitors will receive the Medical and Eye Examination payment in accordance with Article 19 once they have been employed with the Company for more than ninety (90) calendar days.

ARTICLE 20 – LICENSE FEES

- 20.01 Fees required to maintain a Class 2(B) License shall be borne by the Employer. The Employee must provide a receipt prior to reimbursement.
- 20.02 Further, fees for courses or license upgrades designated by the Employer, as mandatory for Employees, will be borne by the Employer. The Employee must provide a receipt prior to reimbursement.
- 20.03 Spare Drivers will receive the License Fees payment in accordance with Article 20 once they have been employed with the Company for more than ninety (90) calendar days.

ARTICLE 21 – TOOL INSURANCE AND ALLOWANCE

- 21.01 Mechanics are eligible to participate in the Company's Tool Insurance Policy. A

copy of the Policy can be provided upon request. The Company reserves the right to modify the Tool Insurance Policy at its sole discretion.

- 21.02 Upon the Employee providing receipts, the Employer shall reimburse each Mechanic and Apprentice Mechanic with a tool allowance of up to **five hundred dollars (\$500.00)** per **school** year. It is understood that reimbursement for repair to air tools is included in the **five hundred dollars (\$500.00)** provided by this Article.

ARTICLE 22 – EMPLOYEE & FAMILY ASSISTANCE PROGRAM

- 22.01 The Employer shall provide access to an Employee & Family Assistance Program (“EFAP”) for all Employees, at no cost to the Employees.

ARTICLE 23 – HEALTH AND WELFARE BENEFITS

- 23.01 The Employer shall provide to Apprentice Mechanics, Mechanics, Lead Dispatchers, and Dispatchers, a group life, dependent life, health, an Accidental Death and Dismemberment (“AD&D”) plan, a short-term disability plan (“STD”), and a long-term disability (“LTD”) plan. The Health plan premiums will be one hundred percent (100%) paid by the Employer, STD will be one hundred percent (100%) paid by the Employer, LTD will be paid fifty percent (50%) by the Employer and the Life and AD&D will be paid one hundred percent (100%) by the Employer. Participation shall be a condition of employment subject to eligibility criteria as determined by the insurance policy.
- 23.02 The Employer shall provide a group dental plan and seventy-five percent (75%) of the premiums shall be paid by the Employer. Participation shall be a condition of employment, subject to eligibility criteria as determined by the insurance policy.
- 23.03 Employees on a leave of absence of any kind in excess of three (3) months shall be responsible for covering the cost of all premiums for the duration of the leave that is in excess of three (3) months. STD and LTD premiums cannot be covered by either the Employer or Employee if an Employee is on a leave of absence of any kind that is in excess of three (3) months
- 23.04 The Employer shall provide to Apprentice Mechanics, Mechanics, Lead Dispatchers, and Dispatchers, a registered retirement savings plan, in which participation shall be voluntary upon completion of the probationary period. A copy of the Plan will be made available to Employees upon request.
- 23.05 The Company reserves the right to modify the benefits or RRSP policy in

consultation with the Union. The Union will be provided thirty (30) days advance notice of any modifications.

ARTICLE 24 – TECHNOLOGY CHANGE

- 24.01 "Technological Change" means the introduction of equipment different in nature than that previously utilized that is likely to affect the employment security of Employees in the Bargaining Unit.
- 24.02 In the event the Employer is considering the introduction of technological change which results in the layoff of Employees in the Bargaining Unit, the Employer shall provide the Union and Employees affected notice, in writing, within two (2) weeks of the Employer receiving notice from the customer to allow the opportunity for the Union to consult with the Employer on the impact of the technological change.
- 24.03 In the event the Employer intends to introduce technological change which would affect the classification of Employees, the Employer shall provide the Union and Employees affected notice in writing within two (2) weeks of the Employer receiving notice from the customer.
- 24.04 Where technological change results in the layoff of Employees, the Employer shall, where feasible, provide reasonable training and time period to qualify such Employees for available work within the Company.
- 24.05 Layoff as a result of technological change will be in accordance with Article 12 of this Collective Agreement.
- 24.06 **Safety Technology**
- (a) The parties recognize the importance of enhancing safety, increasing efficiency and improving the quality of service provided to the customer. The parties further recognize that technological advances, tools and equipment are often used to further these objectives in the school bus and transportation industries.
 - (b) The parties agree the Employer shall have the right to unilaterally introduce and use technological advances, tools and equipment including, but not limited to, GPS, Zonar, DriveCam, on-board cameras (including CCTV), and time recording features. The Employer shall provide the Union with as much notice as reasonably possible advance prior to implementing any such new technological advance, tools and equipment to provide the Union an opportunity to discuss the changes before implementation.

- (c) The parties recognize and agree that the implementation and use of GPS, Zonar, DriveCam, on-board cameras (including CCTV), time recording features, and other technological advances, tools and equipment may result in the discipline or discharge of Employees when the evidence from such technology supports or establishes just cause for disciplinary action. The parties agree that in any case in which the Employer takes disciplinary action against an Employee relying in whole or in part upon evidence derived from such technology, the Union reserves the right to grieve any such discipline under the "just cause" standard of this Agreement.
- (d) The parties further agree that tampering with or disabling any technological tool **and/or safety sensitive device**, may be grounds for discipline up to and including immediate discharge.

ARTICLE 25 – JOB SHARING

25.01 Terms and Conditions of Job Sharing

The Terms and Conditions governing job sharing arrangements will be as mutually agreed to by the Union and the Employer.

25.02 Rights and Benefits

Except as otherwise provided herein, Employees participating in job-sharing arrangements will be entitled to all rights and benefits provided for in the Collective Agreement.

25.03 Operational Requirements

Job sharing arrangements will only be authorized where operational requirements permit and the provision of services is not adversely affected.

25.04 Qualifications

Both Employees in a job sharing arrangement must be Permanent, **unless otherwise agreed to by management**. Both Employees must share the same job classification/title and be suitably qualified and capable of carrying out the duties and responsibilities of the position to be shared.

25.05 **Identification of Job Share**

An Employee wishing to job share their position has the responsibility of finding an eligible Employee willing to enter into the job sharing arrangement. The two Employees requesting approval to implement a job sharing arrangement will submit a request to the immediate supervisor of the position to be job shared.

25.06 **Period of Job Share**

A position will be shared for a minimum of nine (9) months and a maximum period of two (2) years. Any extension beyond the two-year (2) maximum period must be mutually acceptable to both Employees, the Employer, and the Union. At the end of the job-sharing period, the Employees will resume the former positions they held prior to entering into the job-sharing arrangement or if that position no longer exists, to another position in accordance with the Collective Agreement.

25.07 **Termination**

In the event one of the participants vacates the job-shared position (eg: through termination of employment, appointment to another position or being placed on leave under the LTD plan if applicable), the job sharing arrangement will terminate and the remaining participant will return to the position occupied prior to the job-sharing arrangement or if the position no longer exists, to another position. If either participant or the employer wishes to terminate the job-sharing arrangement prior to its expiry, a minimum of sixty (60) calendar days' written notice shall be required.

25.08 **Extension of Job Share**

If the two Employees wish to extend their job sharing arrangement beyond the initial period covered by their application or the maximum two-year period provided for in **Article 25.06 Period of Job Share**, they shall give a minimum of sixty (60) calendar days' written notice of such intent prior to the expiry of the original job-sharing arrangement.

25.09 **Filling of Vacancy**

An incumbent filling any position temporarily vacated as a result of job sharing will be covered by the Collective Agreement. **Job sharing positions shall be posted in accordance with the section(s) 12.01/12.07.**

25.10 **Costs**

The parties agree that, except for the cost of benefits, if applicable, provided for

under this Article and/or the Collective Agreement, there shall be no added cost to the Employer directly resulting from any job-sharing arrangement.

25.11 **Pro-Rating of Sick Days, PD Days, Paid Training Time etc.**

The Company reserves the right to pro-rate other paid benefits including sick time, paid training time, paid PD days etc. as appropriate based on the terms of the specific job sharing arrangement, other than 50/50 job sharing arrangements.

ARTICLE 26 – PERSONNEL FILE

- 26.01 An Employee may make an appointment for a meeting with the Employer to review the Employee's personnel file. Such appointment shall be during the Employer's normal office hours. The Employee shall be entitled to make a copy of any information contained in the personnel file. Further, the Employee shall have the right to reply in writing to any document placed in their personnel file and such reply shall become a part of the Employee's record.

ARTICLE 27 – BENEFIT AND BINDING

- 27.01 This Agreement and everything herein contained shall ensure to the benefit of and be binding upon the parties hereto and their successors and assigns respectively.

ARTICLE 28 – DURATION

- 28.01 This Agreement shall be effective from the date of ratification by the members of NSGEU Local 75 to June 30th, **2029**.
- 28.02 This Collective Agreement, during its term, may be amended from time to time by mutual agreement, in writing, of the parties.
- 28.03 Any notice or correspondence to be given by either party concerning this Agreement shall be considered sufficiently given if mailed (prepaid and certified), and delivered, delivered by courier, or sent by facsimile transmission addressed to the current address of either the Union or the Employer (as applicable) with a copy to the **Labour** Relations Officer assigned to the Local. The Parties agree to advise one another of any change in current address.

The parties recognize that this contract has been signed on unceded Mi'kmaq territory in Halifax, Nova Scotia, this 31, day of August, 2026.

SIGNED, SEALED AND DELIVERED in the Presence of:

For the Company:

For the Union:



Fabrizio Guzzo, Area General Manager



Sandra Mullen, NSGEU, President



Jeneba Stewart, Labour Counsel



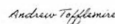
Lori Smith, Lead Negotiator



Ian Moulaison
Bargaining Committee



Virginia Cox
Bargaining Committee



Jay Tofflemire
Bargaining Committee

APPENDIX “A” - WAGE RATES

CLASSIFICATION	BASE	July 1, 2026 3.5%	July 1, 2027 3.0%	July 1, 2028 3.0%
Bus Driver	\$25.71	\$26.61	\$27.41	\$28.23
Driver Trainer with signing authority	As per LOU			
Driver Trainer without signing authority	As per LOU			
Lead Dispatcher	\$27.88	\$28.86	\$29.72	\$30.61
Dispatcher	\$22.18	\$22.96	\$23.64	\$24.35
Monitors	\$21.06	\$21.80	22.45	\$23.12
Spare Driver	\$24.11	\$24.95	\$25.70	\$26.47
Spare Monitor	\$20.35	\$21.06	\$21.69	\$22.35

Mechanics

CLASSIFICATION	BASE	July 1, 2026	July 1, 2027	July 1, 2028
Mechanics (\$1.75 extra per hour with ASE)	\$36.59 (\$38.34)	9% \$39.88 (\$41.79)	3% \$41.08 (\$43.04)	3% \$42.31 (\$44.34)
Apprentice Level 1		60%	60%	60%
Apprentice Level 2		70%	70%	70%
Apprentice Level 3		80%	80%	80%

SCHEDULE #1
SPARE DRIVER AND SPARE MONITORS

The following provisions of the Collective Agreement apply as indicated:

Preamble, in its entirety

Definitions, in its entirety

Article 1 – Union Recognition and Representation, in its entirety

Article 2 – Notices, in its entirety

Article 3 – Management Rights, in its entirety

Article 4 – Discrimination, in its entirety

Article 5 – **Union Dues**, in its entirety

Article 6 – No Strike or Lock Out, in its entirety

Article 7 – **Job Specifications and Hours of Work**, as stated within the Article

Article 8 – Legal Holidays, in its entirety

Article 9- Vacation as stated within the Article

Article 10 – Wages, in its entirety

Article 11 – Call-Out Pay, does not apply **unless previously or currently assigned to a route.**

Article 12 – **Probationary Period, Seniority, Job Posting, Layoff and Security of Employment and Recall**, as stated within the Article

Article 13 – Temporary Assignments, in its entirety

Article 14 – Leave of Absence

14.01 General Leave applies

14.02 Sick/Personal Leave does not apply

- 14.03 Bereavement Leave does not apply
- 14.04 Leave for Union Business applies
- 14.05 Maternity Leave and Parental Leave applies
- 14.06 Leave of Absence for Full-Time Executive Position applies
- 14.07 Training applies
- 14.08 Court Leave applies
- 14.09 Other Leaves apply

Article 15 – Pay Roll Periods, in its entirety

Article 16 – Management and Labour Relations, in its entirety

Article 17 – Grievance Procedure and Discipline, in its entirety

Article 18 – Protective Clothing, **Safety Equipment and Cleaning Supplies** in its entirety

Article 19 – Medical and Eye Examination, as stated within the Article

Article 20 – License Fees, as stated within the Article

Article 21 – Tool Insurance and Allowance, does not apply

Article 22 – Employee and Family Assistance Program, in its entirety

Article 23 – Health and Welfare Benefits, does not apply

Article 24 – Technology Change, in its entirety

Article 25 – Job Sharing, in its entirety

Article 26 – Personnel File, in its entirety

Article 27 – Benefit and Binding, in its entirety

Article 28 – Duration, in its entirety

LETTER OF UNDERSTANDING #1

Joint Committee Re Group Insurance Plan

Between

AUTOBUS TRANSCO

and

THE NOVA SCOTIA GOVERNMENT AND GENERAL EMPLOYEES UNION

Re: Increased Training Premiums and Updated Job Descriptions for Driver Trainers

This Letter of Understanding (the “LOU”) outlines the mutual agreement between the Company and the Union (collectively the “Parties”) regarding the implementation of increased training premiums, and updated job descriptions, expectations and requirements for both current and future Driver Trainers.

This LOU amends and/or replaces section 7.01(g) of the Collective Agreement.

Terms of Understanding:

1. Clarification of Driver Trainer Positions under the Collective Agreement

The position of “Driver Trainer” will be comprised of two different categories of trainers:

- i. Driver Trainer With Signing Authority – (Part-Time)**
- ii. Driver trainer Without Signing Authority – (Part-Time)**

2. Updated Job Description for Driver Trainer Positions and Increased Training Premium

i. Driver Trainer With Signing Authority (Part-Time)

Drivers hired into this position will receive a training premium of three dollars (\$3.00) per hour (the “Training Premium”) on top of their regular hourly HTS rate while conducting training.

The updated job description and requirements for this position will be as follows:

- Dedicated training availability of three (3) to four (4) hours per day (sixteen to twenty [16-20] hours per week);
- Availability Monday through Friday;
- Potential availability on weekends based on operational and training needs;
- Availability during peak periods, including Summer, the Christmas season and otherwise as required; and
- Flexibility to support urgent or time-sensitive training requirements.

ii. **Driver Trainer Without Signing Authority (Part-Time)**

Drivers hired into this position will receive a Training Premium of \$1.50 per hour on top of their regular hourly HTS rate while conducting training.

The updated job description and requirements for this position will be as follows:

- Dedicated training availability of seven and one-half (7.5) hours per week, with the flexibility for further hours based on training needs and operational demands;
- Availability Monday through Friday;
- Potential availability on weekends based on operational and training needs;
- Potential availability during peak periods, including Summer, the Christmas season and otherwise as required; and
- Flexibility to support urgent or time-sensitive training requirements.

3. **Eligibility Requirements for the Training Premium**

- Eligibility for the Training Premium is conditional on the Driver's ability to meet the expectations and

requirements required by the particular position (Driver Trainer or Level 1 Driver Trainer/Evaluator);

- If the Driver cannot meet those expectations, they will not be eligible for the Training Premium, and may be removed from the position of Driver Trainer or Level 1 Driver Trainer/Evaluator; and
- Removal from the training program will not be considered a termination or a disciplinary measure for the purposes of the CBA, as the Employee will still remain in their position of School Bus Driver.

4. Posting of Driver Trainer Position

- Driver Trainer positions will continue to be posted as per the requirements of the CBA.

5. Rights under the CBA

- If there are further substantial changes to the requirements, expectations or training premiums for the Driver Trainer positions, the parties will meet to discuss and make any relevant changes to this LOU.

This LOU will remain in effect until superseded by a formal policy or Collective Agreement amendment.

Signed this 31 day of August, 2026

For the Company:

For the Union:

Fabrizio Guzzo

Fabrizio Guzzo, Area General Manager

Sandra Mullen

Sandra Mullen (Aug 27, 2026 15:10:56 EDT)

Sandra Mullen, NSGEU, President

Jeneba Stewart

Jeneba Stewart, Labour Counsel

Lori Smith

Lori Smith (Aug 28, 2026 13:21:29 ADT)

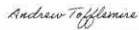
Lori Smith, Lead Negotiator

 Moulaison (Aug 28, 2026 10:01:28 ADT)

Ian Moulaison
Bargaining Committee

 Cox (Aug 27, 2026 15:51:30 ADT)

Virginia Cox
Bargaining Committee

 Andrew Tofflemire

Jay Tofflemire
Bargaining Committee

MEMORANDUM OF AGREEMENT #1

RETROACTIVITY

between
The Nova Scotia Government and General Employees Union
and
Autobus Transco (1988) Inc. CSAP

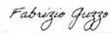
It is agreed that there will be no retroactive effect given to any clause of this contract or matter arising between the parties prior to the signing date except for wages.

Only employees employed on the date of ratification will qualify for retroactivity.

Retroactivity will apply back to July 1, 2026.

Signed this 31 day of August, 2026

For the Company:



Fabrizio Guzzo, Area General Manager

For the Union:



Sandra Mullen (Aug 27, 2026 15:10:56 EDT)

Sandra Mullen, NSGEU, President



Jeneba Stewart, Labour Counsel



Lori Smith (Aug 28, 2026 13:21:29 ADT)

Lori Smith, Lead Negotiator



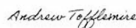
Ian Moulaison (Aug 28, 2026 10:01:28 ADT)

Ian Moulaison
Bargaining Committee



Virginia Cox (Aug 27, 2026 15:51:30 ADT)

Virginia Cox
Bargaining Committee



Jay Tofflemire
Bargaining Committee