

# COLLECTIVE AGREEMENT

Between:

**LIDLAW TRANSIT LIMITED**  
(Windsor Branch)

- And -

**NATIONAL AUTOMOBILE, AEROSPACE,  
TRANSPORTATION AND GENERAL WORKERS  
UNION OF CANADA (CAW-CANADA)  
AND IT'S LOCAL 195**

**October 27, 2004 -to- August 31, 2007**

**RECEIVED**  
OCT 04 2005

---

cope343:mg

12345(031

## TABLE OF CONTENTS

ARTICLE 1 - PURPOSE.....	4
ARTICLE 2 - UNION RECOGNITION.....	4
ARTICLE 3 - MANAGEMENT RIGHTS.....	4
ARTICLE 4 - UNION SECURITY .....	5
ARTICLE 5 - NO STRIKES OR LOCKOUTS .....	6
ARTICLE 6 - NO DISCRIMINATION.....	6
ARTICLE 7 - SHOP COMMITTEE AND STEWARD.....	7
ARTICLE 8 - GRIEVANCE AND ARBITRATION.....	10
ARTICLE 9 - SENIORITY AND WORK ALLOCATION.....	12
ARTICLE 10 -CHARTER WORK .....	15
ARTICLE 11 - LAYOFF RECALL.....	18
ARTICLE 12 - LEAVE OF ABSENCE.....	20
ARTICLE 13 - VACATIONS.....	22
ARTICLE 14 - PAID HOLIDAYS.....	22
ARTICLE 15 - PART-TIME EMPLOYEES.....	23
ARTICLE 16 - HEALTH AND WELFARE.....	24
ARTICLE 17 - HEALTH AND SAFETY .....	24
ARTICLE 18 - BULLETIN BOARDS.....	25
ARTICLE 19 - CORRESPONDENCE.....	25
ARTICLE 20 - GENERAL.....	25
ARTICLE 21 - TRAINING .....	26
ARTICLE 22 - DURATION.....	27
SCHEDULE "A" - WAGE SCHEDULE .....	28
JOBS TO BE POSTED .....	30
LETTER OF UNDERSTANDING #1 .....	32
LETTER OF UNDERSTANDING #2 .....	33
LETTER OF UNDERSTANDING #3 .....	34
LETTER OF UNDERSTANDING #4 .....	36
LETTER OF UNDERSTANDING #5 .....	37
LETTER OF UNDERSTANDING #6 .....	38
LETTER OF UNDERSTANDING #7 .....	39
LETTER OF UNDERSTANDING #8 .....	40
LETTER OF UNDERSTANDING #9 .....	41
APPENDIX "A" - GARAGE EMPLOYEES.....	42
ARTICLE 1 - MEDICAL EXAMINATIONS.....	42
ARTICLE 2 - GENERAL HOLIDAYS.....	42
ARTICLE 3 - EMPLOYEE'S FILE/RECORDS.....	42
ARTICLE 4 - UNION ENTITLEMENTS.....	42
ARTICLE 5 - RATES OF PAY.....	43
ARTICLE 6 - CLOTHING; MAINTENANCE DEPARTMENT.....	44
ARTICLE 7 - TOOL ALLOWANCE .....	44
ARTICLE 8 - VACATION WITH PAY - MAINTENANCE DEPARTMENT.....	44

ARTICLE 9 - MISCELLANEOUS.....	45
ARTICLE 10 - HEALTH AND WELFARE.....	45
ARTICLE 11 - LEGAL ASSISTANCE.....	45

## ARTICLE 1 – PURPOSE

1.01 The Company and the Union each agree that the purpose and intent of this Agreement is to promote co-operation and harmony, to recognize the mutual interest of the Parties, to provide proper means through which information may be transmitted from one to the other, to formulate rules and policies to govern the relationship between the Union and the Company, to promote efficiency and service, to establish rates of pay, hours of work, safe working conditions and other terms and conditions of employment as set out herein, and to set forth a procedure to be followed by the Parties hereto and by the employees covered by this Agreement for the expeditious and proper settlement of any dispute which may arise on the administration of the terms of this Agreement.

## ARTICLE 2 - UNION RECOGNITION

2.01 The Company recognizes National Automobile, Aerospace and General Workers Union, as the sole and exclusive bargaining agent of “all school bus drivers, monitors and garage employees of Laidlaw Transit Ltd. Operating in and out of its terminal at Windsor, Ontario, excluding the Branch Manager, Operations Manager, Dispatcher, Assistant Dispatcher, and Shop Foreman”.

2.02 The word “employee” or “employees” wherever used in this Agreement shall mean the employee for whom the Union is the bargaining agent as set out in Section 2.01.

2.03 The feminine pronoun shall include the masculine when the context so requires.

## ARTICLE 3 - MANAGEMENT RIGHTS

3.01 Subject to the terms of this Collective Agreement, it is the right of the Company;

(a) to operate and manage its business, all respects in accordance with its obligations,

(b) to direct the working force of the Company, to maintain order, discipline and efficiency and to establish and enforce reasonable rules and regulations to be observed by the employees.

The Company agrees to keep the Union advised of changes in such rules and regulations prior to implementation.

- (c) The Union acknowledges further that it is the function of the Company to hire, promote, demote, transfer and lay-off employees and to suspend discipline and discharge employees for just and sufficient cause. Subject to the right of the employees to grieve in the manner and extent as herein provided.
- (d) nothing in the above management rights will be administrated in any way which is inconsistent with the terms and conditions of this Agreement.

#### ARTICLE 4 - UNION SECURITY

- 4.01 All employees who are members of the Union as of the date of this agreement will be required to continue to be members of the Union as a condition of employment with the Company. Any employee who is hired subsequent to the date of this agreement shall become a member of the Union within thirty (30) days of his/her hiring and will be required to continue to be a member of the Union as a condition of his/her employment.
- 4.02 The Company agrees, when authorized in writing by the Union to deduct from the wages of all employees within the bargaining unit, Union initiation fees and monthly dues as laid down by the constitution and bylaws of the Union. At the end of each calendar month and by the 15<sup>th</sup> of the following month the Company will remit by cheque to the Financial secretary of Local 195, CAW the total of the deductions made together with a list of those from whom deductions were made and a list of those members who did not have Union dues deducted and the reason why no deduction took place.
- 4.03 The Company shall provide the National Union and the Local Union with an updated mailing list in January and July of each year.
- 4.04 The Union agrees to indemnify and hold harmless the Company against any and all liability which may arise by reason of the check off by the Company of Union initiation fees and dues from employees wages in accordance with this agreement,
- 4.05 The Company will indicate on Employee's T-4 slip a statement of the annual Union dues which have been deducted.

4.06 **Re: Union Dues, Initiation Fees and Other Assessments**

The monies referred to in this Article are to be held in trust by the **Company** until such time ~~as~~ they' are remitted to the Union in accordance with this Collective Agreement. These monies cannot be used in any **fashion** by the Company or its agents or any agents acting on behalf of it's creditors.

**ARTICLE 5 - NO STRIKES OR LOCKOUTS**

5.01 During the term of this Agreement, the Union agrees that it **will** not call, authorize, encourage or support any strike and the Company agrees that there will be no lockout. Strike **and** Lockout as defined by the Canada Labour Code provisions, as may be amended from time to time.

It **shall** not be a violation of this Agreement when the employees refuse to cross a picket line established at, or refuse to drive for or on behalf of any Company where a strike is in progress.

**ARTICLE 6 - NO DISCRIMINATION**

6.01 The Company and the Union agree that there shall be no discrimination, interference, restriction or coercion exercised or practice with respect to any employee by reason of age, marital status, sex, race, creed, colour, national origin, political or religious affiliations, disability, sexual orientation nor by reason of Union membership or activity,

It is agreed that the Canadian Bill of Rights shall apply to the terms, administration and operation of this Collective Agreement.

6.02 **Harassment in Workplace**

The Union and the Company recognize the nature of sexual and racial harassment in the workplace and are committed to eliminating it. Harassment is not a joke. It is cruel and degrading. It is a violation of human rights that can have devastating effects.

It is an expression of perceived power and superiority by the harasser(s) over another person, usually for reasons over which the victim has little or no control: sex, race, **age**, creed, colour, marital status, sexual preference, disability, political or religious affiliation, or place of national origin.

Harassment on any of these grounds can be made the basis of a complaint to most provincial and federal human rights commissions.

Harassment can be defined as any unwelcome action by any person, in particular by management or a co-worker, whether verbal or physical, on **a single** or repeated basis, which humiliates, insults or degrades.

"Unwelcome" or "unwanted" in this context mean any actions which the harasser knows or ought to know are not desired **by** the victim of the harassment.

Sexual harassment is any unwanted attention of sexual nature such as remarks about appearance **or** personal life, offensive written or visual actions **like** graffiti or degrading pictures, physical contact of any kind, or sexual demands.

Racial harassment is any action, whether verbal or physical that expresses or promotes racial hatred in the workplace such as racial slurs, written or visually offensive actions, jokes or other unwanted comments or acts.

The experience of harassment can be overwhelming for the victim. People often react with **shock**, humiliation and intense anger. Therefore, the victim of harassment may not always feel comfortable going through the normal channels for resolving such a problem.

Because of the sensitive, personal natures of harassment complaints, especially racial and **sexual** harassment, the victim may prefer initially to **seek** other assistance. **This** could be any local Union elected **person** or official, including members of the women's committee, human **rights** committee and affirmative action committee. **This** person could assist the harassment victim in bringing the incident(s) to the attention of the top local Union leadership,

The local Union president and the unit chairperson must contact the CAW national representative, and if necessary, they will meet with a senior Company representative(s) to carry out **an** investigation. The issue must be handled with confidentiality, and is to **be** resolved within ten (10) working days of notifying the unit chairperson and local Union president.

Any resolution of a harassment complaint must reflect the serious natures of such acts **and** send a clear signal that they **will** not **be** tolerated,

## **ARTICLE 7 - SHOP COMMITTEE AND STEWARD**

7.01 The Company recognizes the right of the Union to appoint or otherwise select a Negotiating Committee and a Grievance Committee and the Company undertakes to recognize and deal with these committees.

The Company will recognize four (4) Stewards, one of whom shall be a skilled trades employee. The negotiating Committee shall be comprised of three (3) members. The chairperson, the recording secretary and the skilled trades representative. The Union Stewards **will be paid** at the special **work** rate for actual time spent at grievance meetings or any Labour\Management meeting authorized by the Company to discuss matters assigned under or out of the Collective Agreement. It is understood that if this is abused, the Company may terminate the same with five (5) days notice to the union chairperson.

7.02 The Company and the Union agree that a Labour Management Committee will be established as soon as possible and scheduled for monthly meetings for the purpose of **discussing** the matters of mutual concern. Meetings between the Employer and the Shop Committee (four (4) Representatives) shall be held at times mutually agreeable to both parties; not normally during working hours. A statement outlining the matters for discussion will be submitted by each party not less than two (2) days prior to the time of the scheduled meeting except in the case of an emergency. The minutes of such meetings **shall** be forwarded to the Union within fourteen (14) days. The Union agrees to reply in writing within seven (7) days, noting its Agreement or pointing out any inaccuracies in the minutes and they shall be recorded. A copy shall be provided to the Union.

7.03 The Parties agree that Management and the Union Stewards in the employ of the Company have a special obligation to uphold the terms of this Collective Agreement.

7.04 The Union recognizes that the Company is obligated to follow the instructions of its clients and that it has an obligation to protect its **business** and serve its clients.

7.05 In the case of a grievance, it is understood and agreed that no more than two (2) members of the Grievance Committee shall be entitled to meet with the Company at any one (1) time.

One (1) of the Committee members shall be the steward concerned with the grievance and the Chairperson or designate. In cases of Policy Grievances and/or unusual circumstances, the provisions of this clause may be extended.

7.06 The Union shall notify the employer in writing of the names of its officers, Chairperson and Stewards and the Shop Committees dealing with the Company,

The employer shall notify the Union in writing of the names of its officials who have functions under this Agreement and stating their functions.

7.07 The President of the Union, Chairpersons and Stewards have regular duties to perform on behalf of the employer. They will not absent themselves from their regular duties in order to deal with grievances or other Union business without management consent.

7.08 The Company agrees that, for the purpose of carrying on administration of this Agreement, a representative of the National or Local Union shall have the right to visit the property of the Company, provided that these visits shall not interfere with the conduct of the business of the Company and provided further that the representative shall obtain the consent and approval of the Manager or his nominee before visiting any property of the Company, which consent will not be unreasonably withheld.

7.09 **Impartial Hearings. Grievance Meetings**

The Company agrees that the employee and the Union Steward will be given advance notice of the matter to be dealt with and all details given in full.

7.10 Written communication to the Company from the Union will be answered promptly in writing and vice versa, within seven (7) calendar days.

7.11 If an employee is disciplined for a minor misdemeanour, with the exception of all accident discipline, and if no more faults of a similar nature occur during the next twelve (12) months, the last entry is to be erased. In the event of a preventable accident [Category 1], the record will remain in the file for twenty-four (24) months. A copy of any entry to an employee's file will be furnished to the employee and Union representative. The Company will permit an employee upon request, to view their personal file.

7.12 The Company agrees to grant the Chairperson one (1) day off with pay (maximum eight (8) hours at special work rate, to attend the annual chairpersons meeting at Local 195. The request for time off will be sent to the Company from Local 195 and signed by an officer of the Local with seventy-two (72) hours notice.

7.13 The Chairperson will be paid four (4) hours per week, at the special work rate, to attend to union business as long as:

(a) It does not interfere with assigned work,

- (b) If the chair does not perform both scheduled runs in a day, the pay will be reduced by one (1) hour.

in the event that the Chairperson is away for one (1) week, on vacation, not including summer, a designate will be recognized with pay.

## **ARTICLE 8 - GRIEVANCE AND ARBITRATION**

- 8.01 Every effort will be made to settle disputes during the early stage of the Grievance Procedure. It is understood that a reasonable amount of time may be spent by the members of the Union Grievance Committee in order to investigate and participate in grievance matters and the Union agrees that the members of its Committees will co-operate with the Company in not conducting investigations in a manner which will unduly interfere with the Company's operations. The Company agrees that it shall not prevent the Committee from properly fulfilling its obligations to investigate and settle grievances.
- 8.02 Subject to the terms of this agreement, any difference concerning the interpretation, application, administration or alleged violation, may be grieved. Any employee unjustly discharged or disciplined, or who feels they have been unjustly dealt with, the following procedure shall be followed.

### **Step 1**

The grievance shall be in writing, copy of which shall be given to the Manager and to the employees' Steward. The grievance must be presented to the Manager within five (5) working days after the occurrence of the matter complained of; and the manager shall answer the grievance in writing, within five (5) working days after he has received it. The grievance must be in a legible form and signed by the employee.

### **Step 2**

If the matter has not been settled, the Union Steward of the employee involved may, within five (5) working days after receiving the written answer from the Manager, present the grievance in writing to the General Manager or his nominee, who shall render his decision in writing within five (5) working days after receiving it.

### **Step 3**

If the matter is not settled the Local Chairperson and/or his representative may, within five (5) working days after receiving a written decision of the General Manager or his nominee present the grievance to the Area General Manager or his nominee.

Following the presentation of the grievance at this Step there shall be arranged a meeting between Management and the Grievance Committee (consisting of two (2) members only) which meeting will take place in five (5) working days after the grievance has been presented. The National Representative, Local President or their nominee may attend. A written response shall be given by Management within five (5) days.

8.03 Arbitration

In the event that the matter has not been settled either party contact the other party in an endeavour to agree on a single arbitrator. Failing Agreement within three (3) working days, arbitration will be instituted under the following conditions.

8.04 The party referring the matter to Arbitration will state the specific matter to be dealt with and provide the names of three (3) Arbitrators to hear and decide the matter. In the event the other party does not agree with any of the choice of Arbitrators, then they will offer three (3) alternate choices. Failure to agree on an Arbitrator, the parties will apply to the Canada Labour Relations Board for an appointment.

8.05 The Arbitrator shall then forthwith consider and determine the matters in issue which have been submitted to them for disposal and the decision of the Arbitrator shall be final and binding on all parties concerned.

8.06 The parties shall jointly and equally bear the expense, of a single Arbitrator.

8.07 (a) No matter shall be submitted to a board of Arbitration which has not been properly carried through previous steps of the Grievance Procedure in accordance with the Agreement.

(b) Failure to grieve previous discipline, or to pursue such a grievance to arbitration, shall not be considered an admission that such discipline was justified.

8.08 In the event of either the Company or the Union wishing to present a policy grievance alleging the violation of this Agreement, such grievance must be presented in writing within seven (7) working days after the occurrence of the matter complained of. If the Union files such a grievance, it shall be done by the Local Chairperson submitting a statement of the claim to the General Manager or his nominee who shall answer same in writing within four (4) working days, and the other steps of the grievance procedure as outlined above shall then apply.

If the Company files such a grievance, it shall be done by the General Manager or his nominee submitting a written statement of the grievance to the Local Chairperson of the Union, he shall answer the grievance in writing within four (4) working days and if the matter is not settled, there shall be a meeting between the Union Grievance Committee and Management within seven (7) working days after the Local Chairperson has submitted his answer. A reference of any matter to arbitration shall then follow the other terms set forth in this Agreement.

- 8.09 All time limits as specified herein for the grievance or arbitration procedures may be extended but only by mutual agreement confirmed in writing. In particular, it is recognized that when a person involved in a grievance or all members of the Grievance Committee are not available due to absence away from home, then the parties will co-operate to provide a reasonable extension of a time limit as specified for the presentation, processing or discussion of the grievance.
- 8.10 Other than the initiation of a grievance when either party violates the time limits, then the grievance will proceed to the next step. The Union will advise the Company in writing when a grievance is dropped.
- 8.11 Time set for grievances, arbitration and investigations shall not include Saturdays, Sundays and Public Holidays for both Company and Union.
- 8.12 Disciplinary action, where necessary, will not be unduly delayed.
- 8.13 In any hearing involving the discipline of an employee, the employee may be accompanied by up to three (3) members of the Grievance Committee, at the employee's discretion. It is the Company's responsibility to inform the employee of his right to have a Union representative of his/her choice attend the meeting with the employee.
- 8.14 A grievance concerning the discharge of an employee will be processed commencing with Step 3 of the grievance procedure and within ten (10) calendar days of the date the employee is notified of the discipline.

## **ARTICLE 9 - SENIORITY AND WORK ALLOCATION**

- 9.01 Seniority is defined as the length of continuous service in the bargaining unit and shall be used in determining priority and/or preference for layoffs, permanent reduction of the work force and recall.

Any member of Local 195 who is accepted for a position in another CAW Canada, Union organized division of the Company will carry their seniority. The moving member will not be allowed to displace anyone presently working in the division, but when a job opening is available the moving employee will stay at the bottom of the seniority list until the following sign-up, providing the employment with the Company has been continuous.

When two (2) or more employees commence work on the same day, they shall be shown on the seniority list in alphabetical order.

For a period of sixty (60) days, employees transferred or promoted to a position not subject to this Agreement will retain, but not accumulate, their seniority. After the sixty (60) days, the employee will no longer retain his/her seniority within the bargaining unit.

9.02 The Company shall maintain seniority lists showing the date upon which each employee's service commenced and the classification of each employee. Up-to-date copies of the seniority lists shall be sent to the Union, and posted on the bulletin board of January 30 and September 30 of each year. Additions and deletions will be announced at each Labour Management Meeting.

### 9.03 New Hires

- (a) In order to exercise seniority in the bidding of school runs, a driver must do so with the understanding that they do the runs both a.m. and p.m. five (5) days per week for the entire school term.
- (b) If said driver may not bid on a run according to the condition described above, she shall be placed on the spare board in a position to which her seniority allows, or in the event insufficient drivers are available, she may, at the discretion of the Company, be given a regular a.m. - p.m. run that may be available after the regular bidding is concluded.

### KP Runs

- (c) To be eligible to post for a KP Run a driver must hold an a.m.\p.m. run and be available five (5) days per week for the entire school term.

9.04 An employee shall not lose seniority rights if he is absent from work because of sickness, accident, layoff or leave of absence approved by the employer. An employee shall only lose his seniority rights in the event of:

- (1) He is discharged for just cause and is not reinstated.
- (2) He resigns in writing.
- (3) He is absent from work in excess of two (2) consecutive working days without sufficient cause or without notifying the employer, unless such notice was not reasonably possible.
- (4) If the employee fails to comply with the terms of a leave of absence granted to him.
- (5) If he is laid off for a period in excess of eighteen (18) consecutive months.

#### **School Bus Runs**

Sign up for school bus runs will be held ten (10) calendar days prior to the end of the school year.

A start-up meeting will be held fifteen (15) calendar days prior to Labour Day of each year,

For all new posting during the school year the successful applicant will be accompanied on the first (1<sup>st</sup>) day by the **employee** vacating the position, as required, subject to proper staffing levels.

The successful applicant will be placed on said run within five (5) workdays unless mutually agreed to by all parties. However, the employee will receive the higher of the run rates within and in any event no later than six (6) workdays of being notified that he or **she** was the successful applicant.

#### **Sign-Up**

Sign-up for school bus runs will be held prior to June 15, 2001 and each year thereafter (current system remains in place). Each employee will be canvassed as to their intent to remain on current run. A start-up meeting will be held by August 15<sup>th</sup> of each year. **Open** runs will be assigned by seniority at this meeting. A failure to return to work on the first school day shall be deemed to be a "quit". Drivers may switch their permanent route twice in a school year.

This excludes displaced drivers switching routes and any routes assigned at start up.

Other types of work will be assigned by seniority and ability to perform the work. Should no Bargaining members bid on the work, the Company shall assign said work at its discretion.

#### 9.05 **Displaced Drivers**

A displaced driver is identified as a driver who has lost one or more of their schools. This driver will be given priority to any run that is posted for a period of thirty (30) days. In the event of multiple displaced drivers, seniority shall govern. In the absence of an available posting, the displaced driver shall be offered the route of the lowest seniority driver. The lowest seniority driver shall be put on the spare drivers list. If the driver declines the route they will be put on the spare board.

All Company positions (non bargaining unit) will be posted for employees to apply. Promotions and transfers within this bargaining unit shall be governed by the following factors:

- (1) Knowledge, suitability, efficiency and ability to do the work required. The judgement of the above qualifications and the promotion of any employee shall be at the sole discretion of the Company,
- (2) Length of continuous service when factor 1 is equal in the judgment of the Employer, shall govern.

### **ARTICLE 10 – CHARTER WORK**

10.01 (a) Weekend Charters will be defined as all charter work commencing or returning after 5:00 p.m. Friday or prior to 6:00 a.m. Monday.

In the event of a holiday weekend, the period shall include the last work day preceding or following the holiday.

- (1) At the start up meeting until Friday 5:00 p.m. of the first week of school.
- (2) The week following return to work from Christmas break until Friday 5:00 p.m.
- (3) The week following return to work from March break until Friday 5:00 p.m.

- (4) Ten (10) calendar days prior to end of school year.

The new sign up sheets will be utilized within three (3) work days of the completion of the posting period. With exception of the summer work period which will be utilized the day after school ends.

- (b) An employee will have five (5) working days to sign-up, they **shall** identify their selection.
- (c) Regular a.m.\p.m. available drivers will have first option on **all** charters. When the charter list has been exhausted, drivers will be assigned at the Company's discretion.

### **Reoccurring Special Education Charters**

- (d) The above charters are defined **as** those charters scheduled on a weekly, bi-weekly, or monthly basis (two (2) or more a month). These charters will be posted and assigned **by** seniority subject to the following:

The successful applicant will be assigned to only one (1) of the above postings.

All known reoccurring Special Education charters identified **as** of September 30<sup>th</sup> of each year, shall be posted by October 1<sup>st</sup> of each year for five (5) working days.

Any new reoccurring Special Education charters will be posted for five (5) working days.

Successful applicants for said postings will be eligible for **all** other charter **work** providing the driver is available (**does not** interfere with home to school runs).

Successful applicants will **be** subject to charter rotation on the applicable charter list,

The reoccurring Special Education charters will be posted within thirty (30) days of ratification.

An employee **who** accepts charter work must be available for both away and return runs.

The Company and employees shall make reasonable effort to accommodate all drivers to switch buses from the purpose of charter equalization.

When the driver reports to a scheduled charter pick up and the client cancels, the driver will be paid twenty dollars (\$20.00) reporting pay.

Any violations of the above charters, school charters and regular charters procedures will result in payment to the proper employee. The payment will equal the income of that specific charter. The Union will be provided with a weekly list of all charters offered, refused and accepted on the Friday of each week by 5:00 p.m.

In order to be paid the driver must pick up and return the signed trip sheet within one (1) working day of the charter. An exception will be made for drivers assigned within twenty-four (24) hours of the charter.

- (e) For weekend and out of town charters twenty-four (24) hours notice will be given, **Less** than twenty-four (24) hours notice will not be classified as a refusal and their name shall be kept on the list for the next available charter.
- (f) If a charter is cancelled, that driver will remain in line for the next charter that becomes available.

If a driver refuses a charter, they will not be eligible for a charter until full rotation of the charter list has occurred.

### **School Charters**

School charter selections will be assigned in order of seniority, by rotation in the geographic area. Charters will be assigned based on the geographic zone of the last drop off in the morning and first pick up in the afternoon,

In the event of more charters than drivers in the geographic zone, the Company will assign said charters to drivers from another zone by rotation. The Company will attempt to equalize charters amongst the zones.

All other charters (public, out of town, U.S.) will be assigned in order of seniority by rotation,

## ARTICLE 11 – LAYOFF RECALL

### 11.01 School Bus Transportation Drivers

There **will be a** fifteen (15) minute allowance at the beginning of the a.m. and after p.m. runs, This allowance is to compensate the **Driver** for the following:

- (a) Start up time
- (b) Ministry of Transportation circle check
- (c) Fuelling
- (d) Cleaning **the** vehicle
- (e) Deadheadtime and mileage

11.02 School **bus drivers shall** be paid on the basis of each run being assigned the time from the first pick up until the last drop off, plus the allowance provided in **Clause 11.01**.

11.03 In the event **of** layoff or recall to work following a layoff, probationary employee(s) shall be laid **off** first **and** recalled last. Employees shall then be **laid** off in reverse order of seniority and recalled in inverse order of seniority, such that the most senior employee shall be laid off last and recalled first, Layoffs and recalls will be done by seniority, by classification, **by** Group.

Employees on medical leave shall hold their seniority for twenty four (24) months. This is subject to required physical examination and proper mailing address of employee being kept on file **by** the employee with the Company.

- (a) Employees laid off on account of reduction in force will be allowed to work elsewhere and retain their seniority.
- (b) Employees will be called back to service in their seniority order according to the following procedures:

**The** Company will **advise** each laid off employee to be recalled by registered mail, return receipt requested. A laid off employee receiving notice to recall **will** immediately notify **the** Company of his intentions **to** return to work, or **not**, **by** registered mail, return receipt requested. Failure to notify the Company within five (5) **days** of receipt of notice will result in automatic removal from the seniority roster. Laid off employees **are** required to keep the Company informed **of** any address changes.

- 11.04 The Union agrees in the event of a layoff or recall to work of an employee that the Company will not be required as a result to reinstate an employee on a run if that employee at any time had been removed from said run for just cause, The situation shall be reviewed at the beginning of the next school year upon application of the driver.
- 11.05 The Company has sole discretion in determining whether or not permission be granted or revoked for any employee to keep the vehicle assigned to his place of residence. It is understood that such permission shall not be unreasonably withheld.

#### **Temporary Layoffs**

When it is necessary to lay off employees temporarily as a result of labour disputes, school closures, adverse weather conditions or other unforeseen circumstances, bumping shall not apply. Employees shall be recalled to their runs held prior to the temporary lay off and shall lose their right of recall if they do not return to their first scheduled day of work, unless otherwise so approved by management,

- 11.06 It is understood and agreed that the duties required of an employee engaged in school bus runs are of a nature that an employee so involved is deemed to be laid off during the period of the school Christmas break, the school Spring break, and the school Summer vacation. It is further understood that seniority shall continue to accumulate during the period of such layoffs. (Current practice to continue for ratification). At that time the re-opening of the school shall be deemed in the normal course to constitute a recall notice which shall be deemed to have been given. A failure to return to work in accordance with this clause shall be deemed a "quit",
- 11.07 Unemployment insurance Record of Employment to be issued to all workers in accordance with Government Regulations (i.e. Easter Break, Christmas and summer). Records of employment and pay checks to include actual hours worked.

#### **Probation**

Seniority is the principle of granting preference to employees for promotion, demotions, transfers, lay-offs, and rehiring after layoffs, providing only that an employee has the qualifications necessary to fill the normal requirements of the job. An employee shall be considered to be on probation until she has worked for the Company for a period of sixty (60) days worked.

Upon completion of the probation period, an employee's service shall be backdated sixty (60) **days** and their "seniority" shall be deemed to run from that date. It is understood that the discharge of a probationary employee shall not form the subject matter of a grievance.

There shall be four **(4)** separate seniority lists; one for the spare drivers, one for the regularly assigned employees, one for the monitors and one for the garage employees. There shall be two **(2)** seniority groups, Group 1: Drivers, Spare Drivers and Monitors and Group 2: Garage.

Employee's names shall be added to such lists in accordance with Article 9.01 upon successful completion of their probationary period and thereafter their seniority for the purpose of this Agreement **shall** date from their last hiring in the bargaining unit by the Company. Seniority shall be separate.

## **ARTICLE 12 - LEAVE OF ABSENCE**

12.01 Employees requesting leave of absence shall make written application to their Manager giving at least seven (7) working days notice. The Company may, at its discretion, grant such leave of absence for a period of up to three (3) months provided the services of the employees are not immediately required and there is an employee available who has the qualifications to perform the work, Such leave of absence shall be granted in writing, with a copy to the Local Chairperson.

Leaves of absence will not be granted during the month of September. The Company's response to the **request shall be** given in writing within seven (7) days of the Company receiving the employee's written request.

12.02 Leave of absence may be extended in writing by the Company upon application in writing from the employee, provided such application is received at least seven (7) calendar days prior to the expiration of the leave of absence.

12.03 An employee who fails to report for duty on or before the expiration of a leave of absence **shall** forfeit his seniority and his name will be removed from the seniority list.

In the case of an employee being granted an extended approved unpaid leave of absence, the employee **may not be** permitted to sign for a regular school run and/or the run vacated by the employee may be posted.

- 12.04 Absolute proof of illness preventing return upon expiration of leave of absence shall excuse an employee's failure to return at that time.
- 12.05 Leave of absence shall not be granted to enable an employee to work outside the Company's service unless by Agreement between the Company and the Chairperson of the Union.
- 12.06 An employee elected as a full-time representative of the Union shall be granted leave of absence without pay while so engaged.
- 12.07 Upon written request of the National Representative, Local President and/or Local Chairperson, employees delegated and attending general business of the Union shall be granted leave of absence without pay for that purpose. As much advance notice as possible will be given by the National Representative and/or Local Chairperson prior to the effective date of the requested leave of absence. The Company will pay lost time for regular scheduled work for all union leaves under this article to employees at their regular rate of pay and such rate of pay will be reimbursed by CAW Local 195.
- 12.08 The name of an employee who is on authorized leave of absence shall be retained on the seniority list and shall continue to accumulate seniority. School bus drivers on an approved leave shall be returned to their scheduled work on the scheduled return date.
- 12.09 An employee wishing to return from leave of absence prior to the expiration of his approved period of leave must advise his Supervisor at least seven (7) days in advance of the date upon which he wishes to return to work. The Supervisor will, if such leave is due to illness, make every effort to change the work schedule to accommodate the returning employee, but if this is not possible, the employee shall return at the earliest possible date following the receipt of such notification by the Supervisor. If the leave were for other reasons, the employee will resume his duties at a time specified by the Company.
- 12.10 **Paid Jury or Court Witness Duty Leave**  
 The Company shall grant leave of absence without loss of seniority benefits to an employee who serves as juror or witness in any court.

The Company shall pay such an employee the difference between normal earnings and the payment received from jury service or court witness, other than personal, excluding payment for traveling, meals or other expenses. The employee will present proof of service and the amount of pay received.

Time spent by an employee required to serve as a court witness in any matter arising out of his/her employment shall be considered as time worked at the appropriate rate of pay at straight time.

**12.11 Bereavement leave**

Every employee who has completed three (3) consecutive months of continuous employment is entitled to and shall be granted, in the event of the death of a member of their immediate family, paid bereavement leave at their regular rate of pay (including KP for drivers and premiums and shift differential for garage employees) for three (3) normal working days that occur immediately following the day of the death.

The immediate family is defined as per the Canadian Labour Code: spouse, (including common law), child, mother or father, sister or brother, father in law or mother in law, sister in law or brother in law, step-parent or step parent of a current spouse, step brother, step sister, stepchild, grandparents and grandchildren of any employee covered by this Agreement, any relative of the employee who permanently resides with the employee or with whom the employee permanently resides.

**ARTICLE 13 - VACATIONS**

**13.01 Vacation Pay (Part-Time Employees)**

Part-time employees shall receive for vacation pay the applicable percentage of the previous year's earnings as set below.

1. Employees with less than one (1) year of service shall be entitled to vacation pay in accordance with the Canada Labour Code.
2. Employees who have completed one (1) or more years of service with the Company shall be entitled to four (4) per cent of their gross earnings.
3. Employees who have completed five (5) or more years of service with the Company shall be entitled to six (6) per cent of their gross earnings.

**ARTICLE 14 - PAID HOLIDAYS**

14.01 An employee who qualifies in accordance with the relevant provisions of the Canada Labour Code shall be granted a holiday for each holiday established under the Canada Labour Code.

14.02 The parties agrees to recognize Easter Monday as a statutory holiday in lieu of the Remembrance Day statutory holiday.

The Company also agrees to recognize the Civic Holiday occurring in the month of August.

14.03 If any of the Company-recognized holidays not designated under the Canada Labour Code cease to be recognized by a customer and services are required on that day, the parties agree to meet and discuss methods to address this issue.

14.04 An employee must be available for duty on such holiday if it occurs on one of their workdays, excluding vacation days.

14.05 Drivers working fifteen (15) or more days in the previous thirty (30) immediately proceeding the holiday, they will receive holiday pay for all work regularly scheduled for that holiday (i.e. a.m., p.m. kindergarten, shuttle and late run),

14.06 Drivers working fewer than fifteen (15) days in the previous thirty (30) immediately proceeding the holiday, they will receive holiday pay equal to one twentieth (1/20th) of their earnings during the thirty (30) days immediately preceding the holiday.

14.07 Paid Labour Day – qualifications:

1. Perfect attendance last two (2) weeks of school in June, first two (2) weeks of school in September.
2. Must complete dry run and interview prior to first day of school.

## **ARTICLE 15 • PART-TIME EMPLOYEES**

15.01 A part-time employee under this Agreement will be defined as any employee who normally works less than twenty-eight (28) hours per week. Therefore, any employee who normally works more than twenty-eight (28) hours per week shall be classified as a full-time employee. Part-time employees under this Agreement do not participate in any of the benefit packages included in this Agreement. Charter hours are not to be included in this calculation.

## ARTICLE 16 - HEALTH AND WELFARE

16.01 All full-time employees with sixty (60) calendar days service with the Company will be provided with the following insurance benefits and the Company will bear eighty-five (85%) percent, of the cost of same:

Life Insurance .....	\$30,000.00
Accident, Death und Dismemberment... ..	\$30,000.00
Weekly Indemnity.....	- first day - accident
	- first day - when hospitalized
	- eighth - sickness
	- maximum - fifteen (15) weeks

Weekly indemnity payment benefit will be maintained at the level required to meet the Unemployment Insurance Canada registered criteria,

Prescription Pian - 0.35¢ co-pay.

## ARTICLE 17 - HEALTH AND SAFETY

17.01 The Company agrees to maintain proper observance o the health and safety conditions affecting its employees. it is equally recognized to be in the best interest of all parties to at all times comply with the statutes and regulations which pertain to the operation of commercial vehicles.

The employees agree to abide by the driving rules as laid down by the Company. These rules shall be in conformity with the Ontario Highway Traffic Act, or other statutes covering the Company's operations.

### **Health and Safety Committee Meetings**

We recognize and encourage the role that both employees and the Company can play in enhancing the safe operating conditions of our Branch. To help accomplish this, a Wealth and Safety Committee will be created and held in accordance with the relevant provisions of the Canada Labour Code, Plan II. Employees participating in same will be compensated at the non-revenue rate.

17.02 It shall also be the committee's responsibility to review all accidents occurring at the Windsor Division and as to recommending whether these accidents are preventable or non-preventable. Appeals to this process shall be made to the Regional Director Driver Development & Safety.

The Union shall receive a copy of the Employee Notification Report on any accidents where discipline is administered.

## **ARTICLE 18 - BULLETIN BOARDS**

18.01 Bulletin Boards shall be maintained **by** the Company for the use of the Union for calling of meetings and posting notices relative to the Collective Agreement. A copy shall be supplied to the Company.

## **ARTICLE 19 - CORRESPONDENCE**

19.01 Each employee shall keep the office informed of his current address and telephone number.

19.02 All communications between the Parties **shall** be addressed to:

To the Branch Manager **and**, Laidlaw Transit, Windsor.

To the **Local** Chairperson **of** CAW Canada and at the last known address in the **Union**.

## **ARTICLE 20 - GENERAL**

20.01 Non Union personnel will not perform any Bargaining Unit work except in **cases** of extreme emergency.

20.02 It is a condition of employment for a driver that he hold the necessary Ontario Drivers license to perform his normal duties. Cancellation and/or inability to maintain the required drivers license will result in termination. it is the driver's responsibility to advise the Company **in** writing of any change in the status of his/her license.

### **20.03 Telephone Calls**

If it becomes necessary for a driver to call the office when he is on charters, highway runs, etc., he shall be reimbursed for the amount paid.

20.04 The Company **agrees** to supply and pay for appropriate cleaning supplies to all drivers for bus cleaning, (Define tools and supplies).

20.05 Employees will be paid bi-weekly.

20.06 The Company will reimburse an employee for any pay error of twenty-five (\$25.00) dollars or more immediately upon discovery of error. Any error which amounts to less than twenty-five (\$25.00) dollars will be rectified **and** paid on the next regularly scheduled pay day.

## **ARTICLE 21 - TRAINING**

21.01 Employees shall be encouraged to learn the duties of positions other than their own within the Company. For this purpose, opportunity shall be afforded in their own time and/or during their regular working hours provided that such arrangements do not interfere with the performance of their regularly assigned duties.

The Company may **also** for this purpose make arrangements with the employees to exchange positions temporarily without effect upon the rate of pay of the employees concerned. The Local Chairperson will be advised when employees exchange positions in accordance with the Clause.

The Company will provide voluntary wheelchair training as required.

The Company will train displace drivers who require such voluntary training.

**Company to provide training for special education and Wheelchair runs** prior to an employee beginning the new run.

The Company will provide annual training to all drivers classified on special education and wheelchair runs, to be completed before October 15<sup>th</sup> each year.

### **21.02 Training During Normal Working Hours**

An employee required by the Company to take training during his normal working hours will be paid his regular rate of pay while in training.

### **Voluntary Training**

Where training facilities are provided by the Company on a voluntary basis, an employee taking advantage of such training will not be compensated.

21.03 It shall be the policy of the Company to co-operate in every practical way with employees who desire advancement to official or excepted positions.

Accordingly, such employees who make application to the Branch Manager stating their desires, qualifications and experience will be given consideration for openings, provided they have the necessary capabilities.

**Safety workshops**

As required by the Company and set out in the relevant policy, all drivers must attend minimum number of mandatory safety workshops annually.

Any paid safety workshops will be paid at the non-revenue rate.

**ARTICLE 22 - DURATION**

22.01 This Agreement shall become effective upon ratification, unless otherwise stated and shall remain in force and effective until the 31<sup>st</sup> day of August, 2007.

Either party shall be entitled to give notice in writing to the other party as provided in the Labour Relations Act of its desire to bargain with a view to the renewal of the expiring collective agreement at any time within 90 days before the expiry date of the agreement.

Following such notice to bargain the parties shall meet within 15 days of the notice or within such further period as the parties mutually agree upon.

it is agreed that during the course of bargaining, it shall be open to the parties to agree in writing to extend this agreement beyond the expiry date of the 31<sup>st</sup> day of August, 2007, for any stated period acceptable to the parties and in accordance with the Labour Relations Act.

Provided that for the purposes of all notices under this article, notice in writing shall be deemed to have been received by the party to whom is sent upon the mailing of such notice by registered mail addressed to current address of the other party.

## SCHEDULE "A"- WAGE SCHEDULE

Rates **Payable** upon verification by school board.

**Times are paid** from the first **pick** up to the **last** drop off, plus **fifteen** (15) minutes **a.m.** and fifteen (15) minutes **p.m.** (Circle **check** & fuelling). Effective November 1, 2004.

Wheel Chair **rates** DO NOT include **pick** up and **drop** off of aides!

TIME IN MINUTES	RATE	RATE	RATE
	September 1, 2004 .75¢	2004/2005 2.8%	2005/2006 2.8%
<b>REGULAR ROUTES</b>			
0-60	\$16.60	\$17.06	\$17.54
86-95	\$20.11	\$20.67	\$21.25
96-105	\$21.40	\$22.00	\$22.62
106-115	\$22.69	\$23.33	\$23.98
116-125	\$23.98	\$24.65	\$25.34
126-135	\$25.27	\$25.98	\$26.71
136-145	\$26.53	\$27.27	\$28.03
146-155	\$27.81	\$28.59	\$29.39
156-165	\$29.08	\$29.89	\$30.73
<b>WHEELCHAIR ROUTES</b>			
0-75	\$20.90	\$21.49	\$22.09
76-85	\$22.19	\$22.81	\$23.45
86-95	\$23.27	\$23.92	\$24.59
96-105	\$24.56	\$25.25	\$25.96
106-115	\$25.84	\$26.56	\$27.30

116-125	\$27.14	\$27.90	\$28.68
126-135	\$28.43	\$29.23	\$30.05
136-145	\$29.72	\$30.55	\$31.41
146-155	\$31.00	\$31.87	\$32.76
156-165	\$32.28	\$33.18	\$34.11
166-175	\$33.56	\$34.50	\$35.47

TIME IN MINUTES	RATE	RATE	RATE
	September 1, 2004	2004/2005 2.8%	2005/2006 2.8%
0-75	\$16.28	\$16.74	\$17.21
75-90	\$17.42	\$17.91	\$18.41
90>	\$18.72	\$19.24	\$19.78

1. Spares - some **pay** as regular drivers.
2. Charter rates - Upon ratification - \$10.50, Year 2 - \$11.00 and Year 3 - \$11.50.
3. Meal Allowance - Upon ratification \$12.00 after five (5) hours on charters, **\$24.00** after eight (8) hours on charters. For US charters the maximum rate converted to US dollars will be paid.
4. Overnight - eight (8) hours **plus** lodging.
5. Cancellations - \$9.50.
6. Mandatory meetings, training and safety meetings, breakdown, cover runs, dry runs and washing buses to be **paid** at the special work raie of \$8.50 from ratification, Year 2 - \$8.75 and Year 3 - \$9.00.
7. Hydro allowance - \$25.00 per month as required.
8. Circle check, vehicle refuelling - fifteen (15) minutes to be included in **a.m.** and p.m. time calculation. Effective November 1, 2004.

9. Inclement weather, strikes and lock outs, PA Days, drivers wages will be paid at the same percentage rate as the company is compensated by the customer.
10. Monitors – upon ratification \$10.00, September 1, 2004, Year 2 - \$10.30 and Year 3 - \$10.70.
11. **Pick** up of monitors – Any driver required to pick up a monitor will be paid \$2.00 per run. The Company reserves the right to assign or reassign monitors to routes or drivers.
12. Statistics Time - The Company agrees to pay drivers for extra time required to return to the first a.m. and p.m. pick up for the purposes of completing board time stats. This will be paid at the appropriate increments to the route time formula.

Stats, all pay adjustments will be paid within ten (10) working **days** of receipt of updated stat sheets from the employee.

Recruiting Bonus – of \$200.00 to remain in effect for the duration of this agreement. Payable after probationary period. **An** additional \$100.00 will be paid to the recruiter und \$100.00 to the person recruited after successfully completing one (1) year of employment.

## **JOBS TO BE POSTED**

Lawn care

Fuelling

Salting yard

Bus Cleaning

Dry Runs

**Medical Exams** - The Company will contribute \$65.00 towards the cost of medical examinations required to retain class "B" license.

**Paid Education Leave (P.E.L) Fund** - \$200.00 payable annually to the CAW **Paid** Education Fund, R.R.#1, Port Elgin, ON NOH 2C5.

Recruiting bonus of \$200.00 to remain in effect for the duration of this Agreement. Payable after probation period.

**Return of child to school** - Special work rate, applicable to extra time outside of route time.

**Negotiations** - Company to compensate Committee Members for lost pay for regular scheduled work incurred as a result of direct negotiations with the Company.

**Statistics Time** - The Company agrees to pay drivers for the extra time required to return to the first a.m. and p.m. pick up for the purposes of completing board time stats. This will be paid at the appropriate increments to the route time formula.

**LETTER OF UNDERSTANDING #1**

Chris Hutnik,  
CAW

Dear Mr. Hutnik:

---

**RE: U.S. CHARTERS**

---

When possible, the Company **will** supply a cellular phone to drivers performing U.S. charter work. When a phone is not available, the Company will agree to **pay** for any emergency calls made on an employee's personal cellular phone provided a receipt is given.

**The** Company **will** provide a charter emergency envelope for all U.S. charters.

Yours truly,

**LIDLAW TRANSIT LIMITED**

Rob Proctor  
General Manager

**LETTER OF UNDERSTANDING#2**

Chris Hutnik,  
**CAW**

Dear Mr. Hutnik:

---

**RE: CLEANING SUPPLIES**

---

The Company **will** provide cleaning supplies, which will be kept **locked** in the dispatch cupboard and may be signed out between **9:00 a.m. and 2:00 p.m.** during regular business **days**.

Yours truly,

**LIDLAW TRANSIT LIMITED**

Rob Proctor  
General Manager

## LETTER OF UNDERSTANDING #3

Chris Hutnik,  
CAW

Dear Mr. Hutnik:

---

**RE: CHARTER BOUNDARIES**

---

The following are the four (4) geographic areas to be used for school charter distribution:

**Area A**

- From Dougall Avenue and Riverside Drive
- South on Dougall Avenue to Wyandotte Street
- **East** on Wyandotte Street to Walker Road
- South on Walker Road to E.C. Row
- East on E.C. Row to city limits
- Riverside Drive and Dougall Avenue
- East on Riverside Drive to city limits

**Area B**

- From Wyandotte Street and Dougall Avenue
- South on Dougall Avenue to Eugenie Street
- East on Eugenie Street to South Pacific
- East on South Pacific Avenue to **Walker Roud**
- North on Walker **Roud** to Wyandotte Street

**Area C**

- From E.C. Row and Huron Church Road
- South on Huron Church Road to Cousineau Road
- East on Cousineau Road to Howard Avenue to Highway #3
- East on Highway #3 to city limits

**Area D**

- From Dougall Avenue and Riverside Drive
- South on Dougall Avenue to E.C. Row
- West on E.C. Row to Huron Church
- South on Huron Church Road to Cousineau Road
- East on Cousineau **Road** to Howard Avenue
- South on Howard Avenue to Highway #3
- East on Highway #3 to city limits
- From Dougall Avenue and Riverside Drive
- West on Riverside Drive to LaSalle outer boundary

The Company and Union may mutually agree to redefine the zones, when required, in order to equalize charter distribution.

Yours truly,

**LIDLAW TRANSIT LTD.**

Rob Proctor

General Manager

## LETTER OF UNDERSTANDING #4

Chris Hutnik,  
CAW

Dear Mr. Hutnik:

---

RE: **OFFICE SPACE**

---

The Company **will** provide to the union reasonable access to office equipment located at the branch, including a telephone, fax machine and photocopier to be used for necessary **CAW business**.

The Company will offer executive use of its **wash** bay office **and some** office furniture in order to provide a private meeting place to conduct union business.

The Company will not incur any extra costs or **loss** of potential revenue associated with this office space.

Yours truly,

**LIDLAW TRANSIT LIMITED**

Rob Proctor  
General Manager

**LETTER OF UNDERSTANDING#5**

Chris Hutnik,  
**CAW**

Dear Mr. Hutnik:

---

**R E PART TIME MAINTENANCE EMPLOYEES**

---

The Company may use part-time persons to supplement the normal work force providing:

- regular maintenance employees are not on lay-off
- part-time persons shall not be **used** to an extent where it would deprive the gainful employment of a regular employee provided such is available
- regular employees will be given preference on the choice of **work** over part-time employees
- part-time employees shall be paid the appropriate rate of pay and shall pay union dues in accordance with Article 4 – Union Security.

The above rules and regulations governing part-time persons will be subject to revisions **by** mutual consent **of** the parties,

Yours truly,

**LIDLAW TRANSIT LIMITED**

**Rob** Proctor  
General Manager

**LETTER OF UNDERSTANDING #6**

Chris Hutnik,  
CAW

Dear Mr. Hutnik:

---

**R E    M E C H A N I C S - C H R I S T M A S   B R E A K**

---

In the event that Laidlaw Education Services Windsor Branch closes early on the last business day before the Christmas holiday, or closes early on the last business day before the New Years holiday, mechanics who are scheduled to work will be required to work half that day and will be paid for their full days wage. If the mechanics are required to **work** their full **days**, the Company will attempt to find another alternative arrangement.

Yours truly,

**L A I D L A W   T R A N S I T   L I M I T E D**

Rob Proctor  
General Manager

## LETTER OF UNDERSTANDING#7

Chris Hutnik,  
CAW

Dear Mr. Hutnik:

---

### RE STAT SHEETS

---

Both parties have expressed concern over the method of collecting stats **and** the resulting pay adjustments. Therefore, the parties agree that any driver with a concern **about** the methodology or the application of route times, may ask a joint Labour/Management committee to review such.

**This** joint committee will investigate and if necessary recommend adjustments to route **times**. Nothing in the agreement super cedes the rights of the employee to seek redress through the grievance procedure.

Yours truly,

**LIDLAW TRANSIT LIMITED**

Rob Proctor  
General Manager

**LETTER OF UNDERSTANDING#8**

Chris Hutnik,  
**CAW**

Dear Mr. Hutnik:

Director of Human **Resources** will visit the Windsor Branch two (2x) times **per** year to meet with the CAW National Representative and **the** Branch Union Executive to discuss current status of business **and** labour management issues.

Yours truly,

**LIDLAW TRANSIT LTD.**

Rob Proctor  
General Manager

**LETTER OF UNDERSTANDING #9**

Chris Hutnik,  
**CAW**

Dear Mr. Hutnik:

---

**RE: STANDBY DRIVERS**

---

The Company maintains the right to implement standby driver positions. The role of these drivers will be to:

- Be available and ready to drive any route at the Company's request
- Ensure at least one (1) vehicle of each type is circle checked and ready to **be** on the road immediately if required
- The standby drivers will assist the dispatcher as required and will receive appropriate training in this area

The standby drivers will not cover the same AM/PM run for any longer than ten (10) consecutive days without mutual agreement of the union and **Company**.

Yours truly,

**LIDLAW TRANSIT LTD.**

Rob Proctor  
General Manager

## APPENDIX "A"- GARAGE EMPLOYEES

### ARTICLE 1 - MEDICAL EXAMINATIONS

- 1.01 The Company will bear full cost of all medical examinations required for employment purposes.

### ARTICLE 2 - GENERAL HOLIDAYS

- 2.01 The following General Holidays will be observed:

New Year's Day	Civic Holiday
Good Friday	Labour Day
Victoria Day	Thanksgiving Day
Canada Day	Christmas Day
Easter Monday	Boxing Day

(Easter Monday is given in lieu of Remembrance Day)

- 2.02 If the government proclaims another statutory holiday during the life of this Agreement, it will be in addition to all other paid holidays listed above.
- 2.03 All employees shall be paid in accordance with provisions of the Canada Labour Code.
- 2.04 If an employee is required to work on any of the General Holidays, he shall be paid time and one half his appropriate rate of pay for all work performed or shall be given another day off with pay in lieu thereof.

### ARTICLE 3 - EMPLOYEE'S FILE/RECORDS

If an employee is suspended for a minor misdemeanour and if no more faults occur during the next twelve (12) months, the last entry is to be erased. A copy of any entry to an employee's file be furnished to the employee and Union representative. The Company will permit an employee, upon request, to view their personal file.

### ARTICLE 4 - UNION ENTITLEMENTS

Union stewards will be allowed one (1) hour per week, to be paid for by the Company, for processing grievances, etc.

## ARTICLE 5 - RATES OF PAY

5.01 Lead Mechanic  
 Mechanic  
 Cleaner/Washer/Helper

5.02 Hours – The work week in the garage will be forty (40) hours per week to consist of five (5) days of eight (8) consecutive hours each, excluding a lunch period of not to exceed one (1) hour.

5.03 Night Shift Premium – The Company will pay any employee whose shift starts between 3:00 p.m. and 1:00 a.m., 0.50 cents per hour day differential.

	Current	September 1, 2004	September 1, 2005	January 2, 2006	September 1, 2006
Mechanics	\$20.75	\$22.00	\$22.62	\$22.87	\$23.51
Lead Hand	\$21.23	\$23.00	\$23.62	\$23.87	\$24.51
Cleaner/ Washer/ Helper		\$11.00	\$11.15	\$11.30	

5.04 Any employee who works on an assigned day of rest or who is called back to work after completing his regular shift shall be guaranteed a minimum of four (4) hours pay at the applicable overtime rate.

5.05 The Company will pay minimum of four (4) hours on all pieces of overtime work, but has the right to hold the employee for the whole period of four (4) hours, providing that the work is in their particular classification.

5.06 Wash Up Period – Employees will be allowed a ten (10) minute wash up period immediately prior to their quitting time. It is understood that if in the opinion of the Company, the privilege hereby granted is abused, the Company may terminate the same at any time without prior notice.

5.07 A fifteen (15) minute coffee break will be allowed in the first four (4) hours of the shift and a fifteen (15) minute coffee break will be allowed in the second four (4) hours of the shift.

## ARTICLE 6 - CLOTHING; MAINTENANCE DEPARTMENT

6.01 Coveralls and employees choice of parka or snowmobile suit to be supplied by the Company from October to May. Pants and shirts to be supplied from May to October. One parka or snowmobile type suit will be supplied and repaired one time over the length of the contract. The Company will supply and clean either one (1) pair of coveralls or one (1) shirt and pants per day.

6.02 Rubber boots and gloves will be supplied by the Company for washing school buses.

6.03 Safety Shoes – Company to pay 100% of cost of safety shoes, one pair per employee per year.

## ARTICLE 7 - TOOL ALLOWANCE

Mechanics Tool Allowance – the Company will provide fifteen thousand dollars (\$15,000.00) non-deductible insurance on each mechanic's tools and will pay each mechanic a two hundred and fifty dollar (\$250.00) tool allowance in Year 1, a two hundred and seventy-five dollar (\$275.00) tool allowance in Year 2 and a three hundred dollar (\$300.00) tool allowance in Year 3.

## ARTICLE 8 - VACATION WITH PAY – MAINTENANCE DEPARTMENT

All employees shall receive vacations with pay each year, according to seniority, on the following basis: The rate of vacation pay will be based on the employee's **gross** earnings of the previous calendar year.

YEARS OF SERVICE	# OF WEEKS VACATION	PAY RATE
01 to 05	2 Weeks	6%
Over 05 to 10	3 Weeks	8%
Over 10 to 15	4 Weeks	9%
Over 15	4 Weeks	10%

All vacation will be bid on accordingly to seniority.

No vacations will be allowed in the one week period preceding Labour Day.

Employees are entitled to take one (1) week of their vacation outside of July or August. This shall be limited to one (1) employee at a time.

## **ARTICLE 9 - MISCELLANEOUS**

- 9.01 All sums spent by employees which are chargeable to the Company will be reimbursed immediately upon delivery of proper receipts or invoices.
- 9.02 Phone - a telephone will be installed by the Company in the garage for use by the mechanics, providing its use is restricted to business use, emergency calls, and there are no long distance calls.
- 9.03 The Company agrees to deduct from each pay an amount of money designated by the employee which will be deposited forthwith into SELF DIRECTED RRSP of the employee's choice. Each month, the Company will match the employee's contribution to a maximum of twenty-five (\$25.00) dollars.

## **ARTICLE 10 - HEALTH AND WELFARE**

Employees will be covered under the Health and Welfare plan offered by Laidlaw Transportation and provided by Manulife Financial Group and/or Citadel General Assurance in accordance with the booklet provided to the employees in 2001.

## **ARTICLE 11 - LEGAL ASSISTANCE**

Employees will have the legal assistance of the Company in any legal proceeding brought jointly against the employee and the Company.

cope343:mg