



“Forward Thinking Transportation Solutions”

www.ContractBusDrivers.com

Michigan Educational Transportation Services

METS

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Employee Handbook

For

District Assigned Employees

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WELCOME TO METS

Welcome to the family of Michigan Educational Transportations Services (METS).

It is our privilege to welcome you to METS. We wish you every success in your new job, and we hope that you quickly feel at home. This handbook was developed to describe some of the expectations we have for all of our employees and what you can expect from us. We hope that your experience here will be challenging, enjoyable and rewarding. Please visit our website, www.ContractBusDrivers.com to obtain our contact information.

METS MISSION STATEMENT

It is our mission to provide quality pupil transportation services safe, and on-time, at a cost savings to the clients and communities that we serve.

HANDBOOK REVISION COMMUNICATION METHODS POLICY

METS reserves the right to modify any of our policies and procedures, including those covered in this handbook, at any time. We will seek to notify you of such changes through the following methods:

- VIA a notification on your pay check stubs. It is the employee's responsibility to review pay check stubs for such notifications.
- VIA an E-Mail correspondence to the E-Mail address you have provided to METS. It is the employee's responsibility to insure METS has a current E-Mail address on file and to regularly check your E-Mail for correspondence from METS.

In addition to notifications via pay check stubs and E-Mail, METS may communicate handbook revisions in any other method as METS sees fit. However, such a notice is not required for changes to be effective.

Upon these notifications, it is the employee's responsibility to obtain a copy of the METS employee handbook from the METS website, www.ContractBusDrivers.com, read and review the revised handbook, and contact the METS Corporate Office with any questions he/she may have.

HANDBOOK INTRODUCTION

This Handbook, is designed to provide you with information about METS expectations of you as an employee as well as working conditions, benefits and policies affecting your employment. The information contained in this handbook applies to all employees of METS. Since our business and our organization are subject to change, we reserve the right to change, suspended, amend, or cancel with or without cause any part of our policies, procedures, and benefits at any time. METS will provide proper notice to the employee's when such change occurs.

Finally, some of the subjects described here are covered in detail in official policy documents. Should a question arise about the policies or benefits summarized in this handbook, the official policy documents should be referenced for resolution. No individual supervisor or manager has the authority to change policies or procedures at any time.

AT-WILL STATEMENT

Nothing in this handbook alters an employee's at-will status. This means you may resign at any time, with or without cause. Also, METS has the right to terminate your employment at any time, with or without cause. This handbook does not represent a promise of employment or a contract between METS and any of its employees.

RESPONSIBILITY TO EXERCISE GOOD JUDGEMENT AND COMMON SENSE

Employees are charged with the responsibility to exercise good judgement and common sense. They should not rely on any information contained in this handbook to avoid this responsibility. Neither should they attempt to avoid this responsibility by alleging that this handbook does not address a specific situation.

OPEN DOOR POLICY

METS promotes an atmosphere whereby employees can talk freely with members of the METS management staff. METS is interested in all of our employee's success and happiness with our organization. We, therefore, welcome the opportunity to help employees whenever feasible. If an employee is ever unsure with whom to speak with regarding their concern, the METS Corporate Office is available for consultation and guidance.

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

METS is an equal opportunity. We will extend equal opportunity to all individuals without regard to race, religion, color, sex (including pregnancy, childbirth, medical condition related to pregnancy, sexual orientation and gender identity), national origin disability, age, genetic information, height, weight, marital status, or any other status protected under applicable federal, state, or local laws. Our policy reflects and affirms METS commitment to the principals of fair employment and the elimination of all discriminatory practices. Details of our equal employment opportunity policies are further explained in Anti-Discrimination & Harassment.

This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment.

The METS Human Resources Department has overall responsibility for this policy and maintains reporting and monitoring procedures. Employees' questions or concerns should be referred to the METS Human Resource Department.

Appropriate Disciplinary action will be taken against any employee willfully violating this policy.

NON-DISCRIMINATION & ANTI-HARASSMENT STATEMENT

METS is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, METS expects that all relationships among persons in the workplace will be business-like and free from bias, prejudice and harassment.

METS has developed this policy to ensure that all employees can work in an environment free from unlawful harassment, discrimination and retaliation. METS will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately. Any employee who has questions or concerns about these policies should talk with the Human Resource Department.

REPORTING PROCEDURES

Complaints may be made orally or in writing. If a complaint is made orally, the employee may be asked for a written statement during the investigation. All complaints, to the extent possible, should include, dates, times, locations, and details of the incident such as individuals involved and the names of any witness to the incident. Any supervisor who is aware of any conduct inconsistent with this policy or who receives and comes to know of a report of conduct inconsistent with this policy must report the incident immediately to Human Resources. METS is committed and will take all appropriate measures to ensure confidentiality to the fullest extent possible, and ensure that the situation is only disclosed to those with a need to know.

INVESTIGATION PROCEDURES

Any reported conduct of harassment, discrimination or retaliation will be investigated promptly, thoroughly and impartially. The investigation may include individual interviews with parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have relevant information.

CORRECTIVE ACTION

METS will not tolerate any form of harassment or discrimination. If after the investigation is concluded and it reveals a violation of this policy or any other inappropriate conduct METS will

take immediate corrective action, including discipline, up to and including termination of employment.

RETALIATION PROHIBITED

Retaliatory treatment of any employee for reporting discrimination, harassment or inappropriate conduct or behavior for cooperating in an investigation is strictly forbidden. Any employee who experiences or witnesses any conduct they believe to be retaliatory should immediately report such conduct to the Human Resources Department.

SEXUAL HARASSMENT

Sexual harassment is prohibited by federal, state and local laws, and applies equally to men and women. Federal law defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature when the conduct: (1) explicitly or implicitly affects a term or condition of an employee's employment; (2) is used as the basis for employment decisions affecting the employee; or (3) unreasonably interferes with an employee's work performance or creates an intimidating, hostile or offensive working environment.

Such conduct may include, but is not limited to: subtle or overt pressure for sexual favors; inappropriate touching; lewd, sexually oriented comments or jokes; foul or obscene language; posting of suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons; and repeated requests for dates. Company policy further prohibits harassment and discrimination based on sex stereotyping. (Sex stereotyping occurs when one person perceives a man to be unduly effeminate or a woman to be unduly masculine and harasses or discriminates against that person because he or she does not fit the stereotype of being male or female.) METS encourages reporting of all perceived incidents of sexual harassment, regardless of who the offender may be. Every employee is encouraged to raise any questions or concerns with his or her immediate supervisor, designated manager, or Human Resources.

AMERICANS WITH DISABILITIES ACT STATEMENT

METS complies with the Americans with Disabilities Act (ADA), the Americans with Disabilities Act Amendments Act (ADAAA) and applicable state and local laws providing for nondiscrimination in employment against qualified individuals with disabilities. We are committed to providing equal employment opportunities to all individuals, including those with disabilities. METS is committed to engaging in an interactive process to determine the availability of a reasonable accommodation to any qualified individual who:

- Requests an accommodation during the application process;
- Request an accommodation to enable him or her to perform essential job functions or gain access to company facilities; or
- Asks for an accommodation to enjoy equal benefits and privileges of employment.

It is METS policy to, without limitation:

- Ensure that qualified individuals with disabilities are treated in a nondiscriminatory manner in the pre-employment process and that employees with disabilities are treated in a non-discriminatory manner in all terms, conditions, and privileges of employment;
- Keep all medical-related information in accordance with the requirements of the ADA and the ADAAA and retain such information in separate confidential files;
- Engage in an interactive process with applicants and employees with disabilities to determine if a reasonable accommodation exists that would allow him/her to perform the essential functions of the position, and would not create an undue hardship on METS; and
- Notify individuals with disabilities that METS provides reasonable accommodation to qualified individuals with disabilities, by including this policy in METS employee handbook

METS will process request for reasonable accommodations in a timely manner and, as appropriate provide accommodations promptly. To enact this policy, METS has designated the Human Resources Department with the administrative responsibility for the program. Employees needing an accommodation should contact their immediate supervisor or the Human Resources Department for assistance.

NOTICE OF PRIVACY

Employees should not have an expectation of privacy in any areas involving their work with METS whether it is on the physical premise, properties, job sites or work locations of METS, or its clients, subsidiaries and affiliates or in any area involving the use of company and/or Assigned client equipment; including, but not limited to, the network, email system, and phones. In addition, any action taken during work hours or while in the course of work for METS is subject to the review of METS or an entity assigned by METS.

RECORDING

It is a violation of METS policy to record conversations with any recording device unless prior approval is received from the METS Corporate Office or all parties to the conversation are aware they are being recorded.

The purpose of this policy is to eliminate a chilling effect on the expression of views that may exist when one person is concerned that his or her conversation with another is being secretly recorded. This concern can inhibit spontaneous and honest dialogue especially when sensitive or confidential matters are being discussed.

Violation of this policy will result in disciplinary action, up to and including possible termination.

PHOTOGRAPHY

It is a violation of METS policy to take photographs using any personal device of fellow employees, vendors, Assigned Client and Assigned Clients' staff, students and other customers without prior approval from the METS Corporate Office.

Violation of this policy will result in disciplinary action, up to and including possible termination.

INSPECTIONS

Employees are required to participate in all METS or Assigned Client inspections of any kind. Inspections may include, but are not limited to: vehicles, purses, and briefcases, lunch containers, documents, lockers, etc. so long as the inspections are conducted for items brought into the work place.

CONFLICT OF INTEREST AND OUTSIDE EMPLOYMENT

METS expects employees to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of the Company. Business dealings that appear to create a conflict between the interests of METS and an employee are unacceptable. The Company recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to METS business. However, the employee must disclose any possible conflicts so that the Company may assess and prevent potential conflicts of interest from arising.

A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member as a result of the METS business. For the purpose of this policy, immediate family includes: spouse, parent, child, sibling, in-law, aunt, uncle, cousin, niece, nephew, grandparent, grandchildren, and members of household.

This policy also applies to romantic relationships. Spouse refers to someone legally married to the employee, regardless of the employee's and spouses respective sexes. Parent, child, sibling, in-law, aunt, uncle, cousin, niece, nephew, grandparent, and grandchildren includes relationships through biology, adoption, foster care, step, legal ward, or loco parentis.

Although it is not possible to specify every action that might create a conflict of interest, this policy sets forth the ones which most frequently present problems. If an employee has any question whether an action or proposed course of conduct would create a conflict of interest, he or she should immediately contact the METS Corporate Office to obtain advice on the issue. The purpose of this policy is to protect employees from any conflict of interest that might arise.

A violation of this policy will result in immediate and appropriate discipline, up to and including immediate termination.

OUTSIDE EMPLOYMENT

METS is not opposed to outside employment, so long as your other employment does not prevent you from fulfilling METS obligations; however, outside work activities are not allowed when they:

- Prevent the employee from fully and safely performing work for which he or she is employed at the Company, including overtime assignments,
- Prevent the employee from obtaining the appropriate hours of sleep/rest/off duty time in accordance with DOT and other commercial driving requirements,
- Involve organizations that are doing or seek to do business with the Company, including actual or potential vendors or customers; or
- Violate provisions of law or the Company's policies or rules.

From time to time, METS employees may be required to work beyond their normally scheduled hours. Employees must perform this work when requested. In cases of conflict with any outside activity, the employee's obligations to METS must be given priority.

FINANCIAL INTEREST IN OTHER BUSINESS

An employee and his or her immediate family may not own or hold any significant interest in a supplier, customer or competitor of the Company, except where such ownership or interest consists of securities in a publicly owned company whose securities are regularly traded on the open market. For the purpose of this policy, immediate family includes: spouse, parent, child, sibling, in-law, aunt, uncle, cousin, niece, nephew, grandparent, grandchildren, and members of household. This policy also applies to romantic relationships.

In this policy spouse refers to someone legally married to the employee, regardless of the employee's and spouses respective sexes. Parent, child, sibling, in-law, aunt, uncle, cousin, niece, nephew, grandparent, and grandchildren includes relationships through biology, adoption, foster care, step, legal ward, or loco parentis.

ACCEPTANCE OF GIFTS

No employee may solicit or accept gifts of significant value (i.e., in excess of \$25.00), lavish entertainment or other benefits from potential and actual customers, suppliers or competitors. Special care must be taken to avoid even the impression of a conflict of interest.

An employee may entertain potential or actual customers if such entertainment is consistent with accepted business practices, does not violate any law or generally accepted ethical standards and the public disclosure of facts will not embarrass the Company. Any questions regarding this policy should be addressed to the METS Corporate Office.

EMPLOYER INFORMATION AND PROPERTY

The protection of METS and Assigned Client business information, property and all other assets are vital to the interests and success of METS. No METS or Assigned Client related information or property, including without limitation, documents, files, records, computer files, equipment, office supplies or similar materials (except in the ordinary course of performing duties on behalf of METS or the Assigned Client) may, therefore be removed from the Company's or Assigned Client's premises. In addition, when an employee leaves the Assigned Client, METS, or both, the employee must return to the Assigned Client and/or METS all related information and property that the employee has in his/her possession, including without limitation, documents, files, records, and equipment or office supplies. Violation of this policy is a serious offense and may include the pursuit of criminal charges.

WORK PRODUCT OWNERSHIP

All METS employees must be aware that METS retains legal ownership of the product of their work. No work product created while employed by METS can be claimed, construed, or presented as property of the individual, even after employment by METS has been terminated or the relevant project completed. This includes written and electronic documents, audio and video recordings, system code, and also any concepts, ideas, or other intellectual property developed for METS, regardless of whether the intellectual property is actually used by METS. Although it is acceptable for an employee to display and/or discuss a portion or the whole of certain work product as an example in certain situations (e.g., on a resume, in a freelancer's meeting with a prospective client), one must bear in mind that information classified as confidential must remain so even after the end of employment, and that supplying certain other entities with certain types of information may constitute a conflict of interest. In any event, it must always be made clear that work product is the sole and exclusive property of METS.

E-MAIL AND INTERNET

Employees having access to e-mail and/or the internet through an Assigned Client are expected to follow the Assigned Client's E-Mail and/or Internet Policies. In the event that the Assigned Client does not have an E-Mail and/or Internet Policy, employees are expected to follow the respective METS Policy. Employees having access to E-Mail and or the Internet through METS are expected to follow the METS E-Mail and Internet Policies. Employees found to be in violation of E-Mail and/or Internet Policies will be subject to disciplinary action including possible termination.

Associates who have access to the e-mail system understand that it is for business use only, and are encouraged to minimize the personal use of the system. Forwarding of 'chain' e-mails, jokes, cartoons or any other non-business-related material is strictly forbidden. Employees are encouraged to delete any of these e-mails as they are received. Further, associates are requested to ask their source of these e-mails to remove them from the distribution list. Associates who disregard this policy and continue to forward this material will be subject to progressive discipline.

METS or the Assigned Client's postage, faxes and copiers are not to be used for personal purposes. The computer, e-mail and Internet systems provided by METS and the Assigned Client are intended to be used for business purposes only; use for informal or personal purposes is permissible only within reasonable limits. Employees may not at any time access areas of the Internet that are not considered suitable for viewing by peers or METS management. Use of the systems is not confidential. Computers and the accompanying software may be periodically monitored to ensure appropriate use. Employees should have no expectation of privacy in their use of the Assigned Client's or METS computer systems, including employee email and use of the internet. Email messages may be read by someone other than the addressees to whom they are sent. Please take care to ensure that messages are courteous, professional, and businesslike. Use of the e-mail system to engage in any communications that are in violation of METS policy or applicable laws, including but not limited to transmission of defamatory, discriminatory, obscene, offensive or harassing messages, or messages that disclose personal information without authorization, is strictly prohibited. Anyone who violates this policy will be disciplined accordingly, up to and including removal from the system and/or termination.

Employees wishing to obtain a copy of METS full Network User Agreement should contact the METS Corporate Office.

USE OF BULLETIN BOARDS AND OTHER COMPANY POSTINGS

Bulletin boards maintained by METS are to be used only for posting or distributing material of the following nature:

- Notices containing matters directly concerning company business;
- Announcements of a business nature which are equally applicable and of interest to employees.

All posted material must have authorization from a METS Authorized Representative. All employees are expected to check these bulletin boards periodically for new and/or updated information and to follow the rules set forth in all posted notices. Employees are not to remove authorized postings. Removal of authorized METS postings will result in discipline up to and including termination.

DUTY TO COOPERATE

Employees of METS have an affirmative duty to cooperate with management and civil authorities by telling the truth, if called upon, during an investigation and/or hearing involving a METS matter.

RESPONSIBILITY TO NOTIFY

It is the responsibility of the employee to notify the METS Corporate Office immediately regarding any of the following.

ASSIGNMENT CHANGES

Any employee approached by an entity other than the METS Corporate Office regarding a significant change in his or her assignment or job duties should notify the METS Corporate Office immediately.

In events such as reduction of work hours, METS will review other positions in which to place the employee. An employee's failure to provide this notification may result in the denial of unemployment benefits if applicable.

Additionally, it is the employee's responsibility to notify METS Corporate Office in writing when there has been a permanent change in their assignment hours which may affect their eligibility for benefits. An employee's failure to provide this written notification may result in the delay of benefit eligibility notifications.

ASSIGNMENT CONCERNS

It is the employee's responsibility to report matters directly to the METS Corporate Office or a member of the METS Management Staff. Employees shall not have the expectation that METS is made aware of matters reported only to the Assigned Clients' employees, Supervisors, or Managers. It is METS goal to successfully resolve all employees concerns, but is not responsible in any matter unless the employee communicates directly with the METS Corporate Office or a member of the METS Management Staff. If an employee is ever unsure with whom to speak regarding a concern, the METS Corporate Office is available during normal business hours for consultation and guidance.

ARRESTS

Employees are required to report arrests to the METS Supervisor or Assigned Client Transportation Supervisor **AND** METS Corporate Office. Arrests received during professional work activity must be reported immediately. Arrests received during personal activity must be reported within 3 business days or no later than one hour before the employee's scheduled start time following arrest, whichever comes earlier. Failure to comply with this required procedure may result in disciplinary action up to and including termination.

TRAFFIC CITATIONS – CDL HOLDERS ONLY

Traffic citations received at any point during employment with METS must be reported to the METS Supervisor or Assigned Client Transportation Supervisor **AND** METS Corporate Office. Citations received during professional driving activity must be reported immediately. Citations received during personal driving activity must be reported within 3 business days. Depending on the severity of the citation, required action may be taken, up to and including termination.

MAINTENANCE OF QUALIFICATIONS

METS will insure employees have all qualifications prior to extending a final offer of employment. It is the employee's responsibility to insure maintenance of all required

qualifications for continued employment. Employees who do not maintain all qualifications required of a position, will not be allowed to report to work until such qualifications are met. Failure to renew or maintain required qualifications may result in termination. This will include, but is not limited to credentials and/or trainings required by Federal, State and Local laws, Department of Transportation, Michigan Department of Education, Assigned Client board policies, and METS policies. In addition, this may include, but is not limited to, driver's license, medical card, criminal background check, drug testing, tuberculosis test, and maintenance of a current Continuing Education card, if applicable to the position.

MEDICAL CERTIFICATION

Employees are required to receive pre-employment, renewal, and return to duty physicals at a clinic METS designates. METS will pay for the pre-employment physicals, DOT medical certification renewals upon expiration, and return to duty physicals. Any additional testing or medical procedures required to obtain a DOT Medical Certification are the responsibility of the employee.

ROAD TEST

The cost of the first Secretary of State road test required to obtain the employees CDL will be covered by METS. The employee is responsible for any additional road tests required for purposes such as, but not limited to, failure to pass the first road test, or to maintain their CDL due to ticket.

DRUG TESTING

The cost of pre-employment, random, post-accident, reasonable suspicion, and return to duty for qualifying events drugs tests will be covered by METS.

TUBERCULOSIS (TB) TEST

If a tuberculosis test is a requirement of the position, the test shall be conducted at a clinic METS designates. Employees must return within two days to have the TB test read. If an employee fails to have the TB test read within two days, the employee will be responsible for obtaining a TB test at the employee's own expense.

APPEARANCE AND HYGIENE

METS requires all employees to present themselves in a professional manner, with regard to attire, personal hygiene and appearance. These standards are commensurate with our organizational practices of appropriate business conduct, professionalism and dress code. In addition employees are expected to comply with the Assigned Clients dress code.

METS employees are expected to meet hygiene requirements during regular business hours for the duration of their employment.

- Maintain personal cleanliness by bathing daily
- Oral Hygiene (Brushing of teeth) required

- Use Deodorant / antiperspirant to minimize body odors
- No heavily scented perfumes, colognes and lotions. These can cause allergic reactions, migraines and respiratory difficulty for others.
- Clean and trimmed fingernails
- Wash hands after eating, or using the restrooms.

INAPPROPRIATE ATTIRE

The following items are not approved working attire, this may change per assigned client location.

- Pants that expose the midriff, underwear or leggings;
- Low-cut tops;
- Bicycle shorts or other athletic shorts;
- Halter Tops;
- Spaghetti strap tops;
- Tops that expose the midriff or underwear;
- Any form of clothing that is mesh, sheer, see-through or otherwise revealing;
- Any form of clothing that is generally offensive, controversial, disruptive or otherwise distracting;
- Any form of clothing that is overtly commercial, contains political, personal or offensive messages;
- Sandals, or open toe or open back shoe, high heels, crocs, platform footwear, or flip-flops of any kind.

Every METS employee is responsible for exercising sound judgment and common sense for his or her attire at all times. If an employee is deemed to be wearing inappropriate attire the employee will be subject to disciplinary action up to and including termination of employment.

CONTAGIOUS DISEASE POLICY

METS seeks to maintain a healthy workplace by appropriately protecting the health and well-being of all employees and is also committed to compliance with all applicable federal and state laws.

- An employee is required to report any exposure to a contagious disease that might pose a direct threat to health or safety in the workplace. An employee who fails to do so is subject to discipline, up to and including termination.
- METS may remove or reassign an infected or contagious employee if a secondary infection would pose a higher than usual risk to the employee, co-workers, or others.
- METS may require the employee to take a medical leave of absence, to undergo a fitness-for-duty examination, to provide a fitness-for-duty certificate from a physician, or to state the risk of exposure in the workplace with regard to his or her contagious illness.
- Supervisors will instruct employees about any special precautions necessary in individual work areas.

- An employee concerned about being infected with a contagious disease while in the workplace should convey this concern to his or her supervisor and the METS Human Resources Department. An employee who refuses to work with or perform services for a person known or suspected to have a contagious disease that does not present a current direct threat in the workplace is subject to discipline, up to and including termination.

SAFETY

Safety is of the utmost importance. Employees will receive periodic workplace safety training. Each employee is expected to obey safety rules and exercise caution in all work activities. Any employee, who violates safety standards, causes hazardous or dangerous situations, fails to report, or where appropriate, does not remedy such situations, may be subject to disciplinary action, up to and including termination.

Employees are required to report safety violations they observe and are not in a position to remedy to the Assigned Client and METS Corporate Office.

SAFETY MEETINGS AND STAFF TRAININGS

Either METS or the Assigned Client may make mandatory and elective training and/or safety meetings available periodically. Employees are required to attend all mandatory training/safety meetings, seminars and conferences. Employees will be notified of dates and times of such events as far in advance as possible.

Suggestions for a training and/or safety meeting subject should be directed to the METS Corporate Office. Suggestions are appreciated.

VIOLENCE IN THE WORKPLACE

METS strongly believes that all employees should be treated with dignity and respect. Acts of violence will not be tolerated. Any instances of violence must be reported to the METS Corporate Office. All complaints will be fully investigated.

The Company will promptly respond to any incident or suggestion of violence. Violation of this policy will result in disciplinary action, up to and including immediate termination.

DRUG AND ALCOHOL ABUSE AND TESTING – ZERO TOLERANCE

It is METS desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. While working, and while conducting business-related activities off of METS or the Assigned Client's premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or engage in the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs. Violations of this policy may lead

to disciplinary action, up to and including immediate termination of employment. Such violations may also have legal consequences.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to safely perform the essential functions of the job. Employees who are undergoing prescribed medical treatment with a drug or controlled substance that may alter their physical or mental ability to perform their job are required to advise the Assigned Client and the METS Corporate Office of such treatment before or at the time the treatment begins to ensure that they don't pose a safety risk to themselves or other employees. A doctor's written authorization concerning treatment may be required. If an employee is unable to perform the essential functions of the job effectively and in a safe manner, the employee may be required to leave the workplace.

NON-DOT REGULATED POSITIONS

A non-DOT Drug and Alcohol test may be administered under the following conditions:

- To be considered for employment if it is a requirement of the client site location the employee will be assigned.
- Where a trained supervisor, not necessarily an employee of METS, has reasonable suspicion that an employee is under the influence of a prohibited substance while on duty.

Employees who refuse to submit to drug and alcohol testing or who test positive will be terminated.

DOT REGULATED POSITIONS

Employees assigned to a DOT regulated position must abide by the METS Controlled Substance and Alcohol Policy for Commercial Motor Vehicle Drivers. In the event that the METS Controlled Substance and Alcohol Policy for Commercial Motor Vehicle Drivers and this policy contain conflicting or perceived conflicting information, the METS Controlled Substance and Alcohol Policy for Commercial Motor Vehicle Drivers shall prevail. Employees assigned to a DOT regulated position will be provided a copy of this detailed policy prior to their start date and are responsible for becoming familiar with its contents. Questions regarding METS Controlled Substance and Alcohol Policy for Commercial Motor Vehicle Drivers should be directed to the Designated Employee Responsible (DER).

As outlined in the METS Controlled Substance and Alcohol Policy for Commercial Motor Vehicle Drivers, employees performing safety-sensitive functions are required to submit to urine analysis testing for prohibited substances under the following circumstances:

- To be considered for employment.
- Where a trained supervisor, not necessarily an employee of METS, has reasonable suspicion that an employee is under the influence of a prohibited substance while on duty.

- Following an accident, per the following chart below:

Type of accident involved	Citation issued to the CMV driver	Test must be performed by employer
Human fatality	Yes	Yes
	No	Yes
Bodily injury with immediate medical treatment away from the scene	Yes	Yes
	No	No
Disabling damage to any motor vehicle requiring tow away	Yes	Yes
	No	No

- As part of a transfer/promotion to a safety-sensitive position.
- As part of a random selection process per § 382.305.
- Return-to-duty, following the referral, evaluation and treatment as described in part (§ 382.605) by a substance abuse professional (SAP) the employee must take a drug test with a verified negative results before the employee may be returned to any safety sensitive position. This collection must be performed under direct observation.
- Follow-up testing, after an employee has a confirmed positive test, they must undergo follow-up drug testing. Minimum of 6 tests in a 12-month period (per SAP instructions). This collection must be performed under direct observation.
- Under the independent authority of METS ‘Zero Tolerance policy’ the employer will not utilize Return-To-Duty and Follow-up tests.

Michigan Educational Transportation Services, Inc. may not require a pre-employment drug test if the following conditions are met:

- The driver has participated in a drug testing program meeting the requirements of Part 382 within the previous 30 days; and while participating in this program the driver must have been tested for controlled substances in the previous 6 months.
- METS must also ensure that no prior employer of the driver has a record of violations of any DOT controlled substance use rule for the driver in the previous 6 months.

METS (per part 40.25) must contact the previous DOT-regulated employers who have employed the employee during the three years before the date of the employee’s application prior to using the driver in a safety-sensitive position and obtain the following information:

1. The name and address of the program (usually the driver's prior and/or current employer);
2. Verification that the driver participates or participated in the program;
3. Verification that the program conforms with the required procedures set forth in 49 CFR Part 40;
4. Verification that the driver is qualified under this rule, including that the driver has not refused to submit to an alcohol or drug test;
5. The date the driver was last tested for alcohol or drugs; and
6. The results of any drug or alcohol test administered in the previous 6 months, and any violations of the alcohol misuse or drug use rules.

ILLEGAL AND UNAUTHORIZED ITEMS

Illegal and unauthorized substances and drugs, look-alike, synthetic drugs, vaping devices, alcoholic beverages, drug paraphernalia, legally prescribed drugs in excess of reasonable dosage requirements, contraband, stolen property, firearms, weapons, substances or articles are strictly prohibited on any of METS or its customers', subsidiaries', and affiliates' vehicles boats, aircraft, equipment, properties, job sites and work locations. Persons or employees found to be in possession or concealment of any of the above mentioned unauthorized items will be subject to denial of entry to or removal from the premises, properties, job sites or work locations of METS, or its subsidiaries, affiliates or clients. They may also be subject to disciplinary action up to and including possible termination. All persons, their vehicles and personal property are subject to search (including drug screening) and inspection before entering, while on or departing the premises, properties, job sites or work locations of METS, or its subsidiaries, affiliates or customers.

All METS employees should be aware that even though the state Michigan has legalized marijuana, it is still a schedule 1 substance per federal law. METS is a ZERO-TOLERANCE employer for any drug use.

SMOKING/USE OF TOBACCO PRODUCTS

Employees are expected to comply with the Assigned Client's Smoking and/or Use of Tobacco Products policies and applicable law (*Act 328 of 1931, Section 750.473 – Use of tobacco product on school property is prohibited; violation is a misdemeanor*).

Smoking should only be done in designated areas at designated times. This policy in no way should be interpreted to mean that smoking breaks will be provided.

Smoking and/or use of tobacco products on Company time, as a representative of the Company to the community and client District, is not allowed. Smoking and/or use of tobacco products is prohibited while on the clock, at all times and locations.

“Use of tobacco” shall mean all uses of tobacco including a cigar, cigarette, pipe, snuff, chewing or any other matter or substance that contains tobacco as well as electronic or vapor based cigarettes or vaping devices.

WORK RELATED INJURIES AND ILLNESSES

Employees have the right to report work-related injuries and illness. METS prohibits the discharge or in any manner discriminating against employees making such reports.

Maintaining a safe work environment requires the continuous attention of all employees. METS strongly encourages employees to communicate with the METS Corporate Office regarding any safety issues or concerns they may have.

In the event of any work-related injury or illness, it is critical that the employee notify not only the client location supervisor, but also METS Corporate Office as soon as possible. The procedure and forms for reporting workplace injuries can be found on the METS website. It is important that this procedure be carefully followed to ensure the proper handling of the claim and that any/all follow up treatment is managed in a timely manner.

EMPLOYEE REPORTING PROCEDURE

In the event of any work-related injury or illness the employee shall:

- Notify the On-Site Supervisor as soon as possible.
- Notify the METS Corporate Office at 517-647-7765
- Complete and submit the METS Incident/Injury Report Form. This form may be obtained on the METS website at www.ContractBusDrivers.com or by requesting it from the METS Corporate Office. Upon completion, the form shall be submitted to the METS Corporate Office via mail to METS, P.O. Box 516, Portland, MI 48875; E-Mail to HRDept@ContractBusDrivers.com; or fax to 517-647-7572
- Respond to all communications from METS Corporate Office and/or METS Insurance Providers in a timely manner.
- Provide any additional information to METS Corporate Office and/or METS Insurance providers to allow for investigation or processing of the claim.
- Employees are required to attend all scheduled appointments related to the treatment of work related injuries or illnesses. On days that the employee is scheduled to work, the employee is expected to schedule appointments around their work schedule whenever possible.

VEHICULAR ACCIDENTS/EMERGENCY SITUATIONS

ACCIDENTS/EMERGENCY SITUATIONS

In the event of an emergency situation, drivers shall:

- First ensure the well-being of the passengers. In the event that passengers must be immediately evacuated from the vehicle for their safety, the driver shall ensure that all passengers are aware that an emergency situation exists and are debarked as quickly and safely as possible and moved to a protected location.
- The emergency shall then be reported to the Assigned Client transportation department by radio or telephone. The report shall include the exact location along with a description of injuries sustained by any person.
- The vehicle should not be moved until an appropriate METS or Assigned Client representative has arrived or until directed to do so by a police officer or emergency personnel.
- Drivers shall make no comments or statements to anyone other than an appropriate METS or Assigned Client representative concerning the emergency, but may give the Assigned Client address and telephone number to police and other parties involved.

- As soon as practical, immediately following the emergency, driver shall assist METS and the Assigned Client representative by taking pictures of the damage in addition to completing required paperwork and investigational procedures.

If while driving a school bus or other district owned vehicle, contact with an object that may have created any potential damage to a bus or equipment must be reported to dispatch immediately. The employee must then await further instructions. Do not wait until returning to the bus garage to report.

SOCIAL MEDIA

At METS, we understand that social media can be a fun and rewarding way to share life and opinions with family friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist in making responsible decisions about use of social media, we have established these guidelines for its appropriate use as it pertains to employment with METS.

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to personal or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with METS, as well as any other form of electronic communication. The same principles and guidelines found in METS policies apply to the employee's activities online. Ultimately, the employee is solely responsible for what they post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of the employee's conduct, such as but not limited to harassment, that adversely affects the employee's job performance, the performance of fellow associates or otherwise adversely affects members, customers, suppliers, people who work on behalf of METS or METS legitimate business interests, may result in disciplinary action up to and including termination.

KNOW AND FOLLOW THE RULES

Carefully read the METS handbook and ensure postings are consistent with all policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may be subject to disciplinary action up to and including termination.

BE RESPECTFUL

Always be fair and courteous to fellow employees, vendors, Assigned Client and Assigned Clients' staff, students and other customers. Also, keep in mind that work related complaints are more likely to resolve by speaking directly with co-workers or by utilizing METS Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if the decision is made to post complaints or criticism, avoid using statements, photographs, video or audio that

reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage fellow employees, vendors, Assigned Client or Assigned Clients' staff, students and other customers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

BE HONEST AND ACCURATE

Make sure to always be honest and accurate when posting information or news, and if a mistake is made, correct it quickly. Be open and honest about any previous posts altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that are known to be false about METS, fellow employees, vendors, competitors, Assigned Client or Assigned Clients' staff, students or other customers.

POST ONLY APPROPRIATE AND RESPECTFUL CONTENT

- Maintain the confidentiality of METS trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Employees may not create a link from a personal blog, website or other social networking site to a METS website without identifying themselves as a METS employee.
- Express only personal opinions. Employees must never represent themselves as a spokesperson for METS. If METS is a subject of the content created, be clear and open about status as an employee and make it clear that they are not the views of METS, fellow employees, vendors, Assigned Client and Assigned Client's staff, students and other customers. If an employee does publish a blog or post online related to the work they do or subjects associated with METS, make it clear that they are not speaking on behalf of METS. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of METS."

USING SOCIAL MEDIA AT WORK

Refrain from using social media while on work time or equipment provided by METS or the Assigned Client, unless it is work-related as authorized by the On-Site Supervisor or consistent with the Company Network User Agreement and Electronic Communication Device policy. Do not use METS e-mail addresses to register on social networks, blogs or other online tools utilized for personal use.

RETALIATION IS PROHIBITED

METS prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or cooperating in an investigation will be subject to disciplinary action, up to and including termination.

MEDIA CONTACTS

Employees should not speak to the media on METS behalf. All media inquiries should be directed to the METS Corporate office.

FOR MORE INFORMATION

Please contact the METS Corporate Office with questions or for further guidance.

USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES

Cell phone use is not permitted on a moving school bus. (FMCSA 392.82) Violation is grounds for immediate termination. Act 300 of 1949 Section 257.602b defines “Reading, typing, or sending text message on wireless 2-way communication device prohibited; use of hand-held mobile telephone prohibited; exceptions; "use a hand-held mobile telephone" defined; violation as civil infraction; fine; local ordinances superseded” from occurring on any operating, moving vehicle.

- Cell phones shall not be used while operating any moving vehicle. NO HANDS FREE DEVICES.
- Unless properly authorized, associates should refrain from the use of any other form of personal electronic communication devices during normal work hours. These devices may be used during breaks or when associates are at lunch.
- Associates whose electronic communication devices are camera-enabled are restricted from using the audio and video recording functions of such devices anywhere in the building or on the company property at any time. Further, associates who are found to have used these camera-enabled features will be subject to discipline up to and including termination.
- METS will not be liable for the loss or damage of personal Cellular Phones or Other Electronic Devices brought into the workplace.
- Employees who are charged with traffic or other violations resulting from the utilization of such devices will be solely responsible for liabilities that result from such actions.
- All employees are expected to follow applicable state or federal laws or regulations regarding the use of Cellular Phones and Other Electronic Devices at all times.
- Employees are expected to comply with the Assigned Client’s policies regarding the utilization of personal or assigned Cellular Phones and Other Electronic Devices.

SOLICITATIONS AND DISTRIBUTIONS

Employees may not solicit any other METS employee, Assigned Client’s staff, student, parent, vendor, or other individual they come into contact with during working time, nor may employees distribute literature in work areas at any time. Under no circumstances may an employee disturb the work of others to solicit or distribute literature to them during their working time.

Persons not employed by METS may not solicit METS employees for any purposes on Company or Client premises.

EMPLOYEE CONDUCT

METS requires the services of men and women of integrity, high ideals and human understanding. Proper employee behavior is necessary to promote a safe and healthy working atmosphere. Employees are expected to conduct themselves in a professional manner and be above suspicion, suggestion or reproach at all times. Behavior that discredits METS or the Assigned Client or that is disruptive, unsafe, harassing or abusive to co-workers, students, parents, or others the employee comes in contact with during their work schedule will not be tolerated. Employees who fail to maintain proper standards of conduct toward their work, their co-workers, the Assigned Client, students, parents, or others the employee comes in contact with during their work schedule or who violate any of the Company's policies, are subject to appropriate disciplinary action, up to and including termination.

All instances of misconduct should be referred to the METS Human Resource Department immediately.

It is not possible to list all the forms of behavior that are expected in the workplace. The following are examples of conduct that is expected of employees:

- Report to work on time.
- Notify the Assigned Client if unable to arrive on time.
- Comply with all Assigned Client safety regulations.
- Comply with all Federal, State, or Local ordinances and laws.
- Comply with all METS and Assigned Client rules, policies, and procedures.
- Wear clothing appropriate for work performance.
- Maintain professional behavior at all times with management, clients, students, staff, parents, co-workers, vendors, and all others to whom contact is made during work hours.
- Recognize basic dignities of all individual with which contact is made in the performance of duties.
- Exercise due care to protect the mental and physical safety of students, colleagues and subordinates.
- Avoid accepting anything of value offered by another for the purpose of influencing judgment.
- Be above suspicion, suggestion or reproach in all activities.
- Maintain work site in a clean and orderly manner.
- Refrain from behavior deemed offensive or undesirable.
- Perform assigned duties efficiently, in a timely manner and in accordance with established quality standards.
- Report to METS and the Assigned Client any prescription medication that may interfere with job performance or the operation of machinery or equipment in a safe manner.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions that may result in disciplinary action, up to and including termination of employment.

Employees shall not:

- Violate Federal, State, or Local ordinances and laws.
- Violate METS or Assigned Client rules, policies, and procedures.
- Engage in any form of sexual or other harassment in violation of METS harassment policy, state or federal law.
- Possess firearms or other weapons on METS or the Assigned Client's premises, property, or during work hours.
- Report to work under the influence of alcohol and/or illegal drugs or use, sell dispense or possess alcohol and/or illegal drugs on METS or the Assigned Client's premises, property, or during work hours.
- Behave in an insubordinate manner or refuse to follow METS management's or Assigned Client's instructions.
- Be involved in verbal or physical fighting or assault on management, clients, students, staff, parents, co-workers, vendors, or any other individual to whom contact is made during work hours.
- Be involved with theft, destruction, defacement or misuse of property belonging to METS, the Assigned Client, customers, students, staff, parents, co-workers, vendors, or any other individual to whom contact is made during work hours.
- Falsify or alter any METS, Assigned Client, customer, vendor, or co-workers' reports such as an application, medical report, time slip, pre-trip/post-trip forms, expense report, etc.
- Use profanity or abusive language.
- Fail to pass a required alcohol or drug screening.
- Allow any unauthorized person on METS or Assigned Clients vehicles or buses. This includes, but is not limited to, other METS or Assigned Clients personnel, and students not assigned to be on the vehicle or bus at that time.
- Make unauthorized stops during routes, extra-curricular trips or field trips except in emergency situations.
- Deviate from specified route in any manner without proper authorization except in emergency situations.

BUILDING EVACUATIONS

Should evacuation of the building be necessary, employees shall follow instructions for evacuation procedures as established by the Assigned Client's safety program. Employees are responsible for familiarizing themselves with building exits.

Employees may be given specific safety orientations by the Assigned Client regarding the districts' emergency procedures but are expected to use common sense at all times. If employees are not offered a specific safety orientation by the Assigned Client prior to beginning an assignment, and feel that beginning the assignment will place the employee or others at risk, the employee should contact the METS Corporate Office immediately. The employee's identity will

be kept confidential and the situation will be handled with the Assigned Client or the co-workers (if also a METS employee) in a professional manner.

SCHOOL CLOSURES

At times, emergencies such as severe weather, power failures, etc. can disrupt the Assigned Client's operations. In extreme cases, these circumstances may require the Assigned Client to close. In the event that such an emergency occurs during nonworking hours, employees will be notified by the Assigned Client's established emergency notification procedures. This procedure may be solely by or include notification through local television and radio stations. It is the employee's responsibility to monitor local television and radio stations for Assigned Client closures, especially in potential severe weather or potential unsafe roads due to weather situations. Employees should never rely on manual or electronic notification procedures such as, but not limited to, automatic call out systems.

CHAIN OF COMMAND

As the Company management structure may vary by location and program application, the following information is intended to set expectations for interactions between METS employees and non-company representatives of this Client District assignment. It is expected that unprofessional and disrespectful conduct directed toward company or non-company employees shall be treated as insubordination.

If an employee has an issue or concern with a Client District staff member, they are to submit a completed Employee Communication Form to the METS On-Site Manager, if applicable, or the METS Human Resource Department who will assist the employee with working through the issue or concern.

PERSONAL RELATIONSHIPS IN THE WORKPLACE

Personal relationships will naturally grow out of the productive, cooperative, team-based work culture METS strives to embrace. The goal of this policy is not to interfere with the development of these relationships but to establish guidelines for ensuring personal relationships do not negatively impact the work environment.

GENERAL GUIDELINES

Employees must recognize that because of the duality of a professional/personal relationship with a peer or supervisor the relationship, in any context, is subject to the policies of METS including but not limited to Confidentiality, Non-Discrimination and Anti-Harassment, and Appearance and Conduct, at all times. In addition, romance or sexual relationships should be disclosed to the METS Human Resources Department as soon as possible. Disclosure of the relationship to METS Human Resources Department allows each party involved, the members of the relationship and the Company, to effectively manage any resulting situations that may arise. The existence of a relationship between employees will not be disclosed by the METS Human Resources Department except to the extent it may be required in the event of an investigation.

RELATIONSHIP WITHIN A CHAIN-OF-COMMAND

Significant personal relationships between a supervisor/manager and his/her direct reports or those within the supervisor/manager's reporting chain are discouraged. These types of relationships can lead, at best, to the appearance of impropriety for all concerned – the employee, the supervisor/manager and METS. Any such relationship may, therefore, be contrary to the best interests of METS. Types of relationships may include, but are not limited to, personal confidants, noteworthy friends, dating couples, sexual acquaintances, immediate family members or married couples. For the purpose of this policy, immediate family includes: spouse, parent, child, sibling, in-law, aunt, uncle, cousin, niece, nephew, grandparent, grandchildren, and members of household. This policy also applies to romantic relationships.

In this policy spouse refers to someone legally married to the employee, regardless of the employee's and spouses respective sexes. Parent, child, sibling, in-law, aunt, uncle, cousin, niece, nephew, grandparent, and grandchildren includes relationships through biology, adoption, foster care, step, legal ward, or loco parentis.

While it is the responsibility and mandatory obligation of the supervisor/manager involved in the significant relationship to promptly disclose the existence of the relationship to the METS Human Resource Department, should one develop, the employee is responsible to make the disclosure as well. Failure to report will result in disciplinary action, up to and including termination.

Upon being informed or learning of the existence of such a relationship, METS Human Resource Department may take all steps that it, in its discretion, deems appropriate.

This policy shall apply without regard to gender and without regard to the sexual orientation of the participants in the relationship of the kind described.

NEPOTISM

Members of an employee's immediate family will be considered for employment on the basis of their qualifications. Immediate family may not be hired, however, if employment would:

1. Create an immediate supervisor/subordinate relationship with a family member;
2. Have the potential for creating an adverse impact on work performance; or
3. Create either an actual conflict of interest or the appearance of a conflict of interest.

Employees who become immediate family members or establish a romantic relationship may continue employment as long as it does not involve any of the above. If one of the conditions outlined should occur, attempts will be made to find a suitable position within METS to which one of the employees will transfer. If employees become immediate family members or establish a romantic relationship, the Company will make reasonable efforts to assign job duties so as to minimize problems of supervision, safety, security or morale. If accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign. If the

employees cannot make a decision, the Company will decide in its sole discretion which will remain employed.

For the purpose of this policy, immediate family includes: spouse, parent, child, sibling, in-law, aunt, uncle, cousin, niece, nephew, grandparent, grandchildren, and members of household. This policy also applies to romantic relationships. Spouse refers to someone legally married to the employee, regardless of the employee's and spouses respective sexes. Parent, child, sibling, in-law, aunt, uncle, cousin, niece, nephew, grandparent, and grandchildren includes relationships through biology, adoption, foster care, step, legal ward, in-law, or loco parentis.

EMPLOYEE DISCIPLINE

PURPOSE

To establish rules pertaining to employee conduct, performance, and responsibilities so that all personnel can conduct themselves according to certain rules of good behavior and conduct. The purpose of these rules is not to restrict the rights of anyone, but rather to help people work together according to the standards we have established for efficient and courteous service for our customers.

METS believes that you want to, and will, do a good job if you know what is required to perform your job properly.

POLICY

There are multiple degrees of discipline which are generally progressive and are used to ensure that the employee has the opportunity to correct his or her performance. There is no set standard on how many oral warnings must be given prior to a written warning or how many written warnings must precede termination. Factors to be considered are:

- How many different offenses are involved
- The seriousness of the offense
- The time interval and employee response to prior disciplinary action(s)
- Previous work history of the employee

METS maintains the right to discipline and/or terminate any employee at any time, in whatever manner is considered necessary, based upon individual circumstances. METS is an at-will employer.

The following are some examples of grounds for immediate dismissal of an employee:

- Breach of trust, confidentiality standards, dishonesty, or falsification of records/information
- Conviction of a felony
- Willful or flagrant violation of a policy or rule

- Undue and unauthorized absence from duty during regularly scheduled work hours, excessive absenteeism or lateness, or failure to call or directly contact the Assigned Client when the employee will be late or absent from work
- Possession of dangerous weapons on premises
- Gambling, conducting games of chance
- Sleeping on duty
- Use of profanity
- Insubordination

Additional disciplinary action policies may accompany a verbal, written and/ or suspension such as:

- Probation: You may be placed on probation in connection with a verbal or written warning for a period of time determined by METS.
- Investigative suspension: An unpaid investigation suspension is a period, not to exceed (4) working days, during which time the employee is relieved of his or her job because of alleged misconduct.

Any and all disciplinary actions will be placed in the employee personnel file for a period of up to 6 months but no longer than 1 year depending on the circumstances of the violation, certain violations will remain in the personnel file for the entirety of his or hers employment.

In the event of dismissal for misconduct, all benefits conclude at the end of the month in which the termination occurred. COBRA may not be available to anyone dismissed from METS for gross misconduct.

PERSONNEL RECORDS

It is extremely important that METS have up to date personal information of employees, including:

- Name change
- Address change
- Telephone number
- E-Mail Address
- W-4 Deductions
- Person to contact in case of emergency

Updates to personal information can be made via the METS Website. Please contact the METS Corporate Office if assistance is needed.

METS shall not be responsible for employees' failure to receive corporate communications due to inaccurate or missing contact information.

Employees who wish to review or obtain a copy of their personnel file, must please submit a request in writing to the METS Corporate Office, FAX: 517-647-7572 or email

HRDept@ContractBusDrivers.com .

EMPLOYEE CATEGORIES

Our employee classification categories outlines the different categories of employment within METS. It states the different types and statuses that an employee may acquire once they are hired by METS. This is rendered important for the administration of benefits.

Employee classification is established as part of the Fair Labor Standards Act (FLSA). The FLSA policy determines which employees (exempt vs. non-exempt) are subject to minimum wage and overtime laws.

The company will observe any legal guidelines that apply to the classification of employees. Its own categories will be formulated in a manner that does not contradict any rule mandated by law and the benefits will be administered accordingly.

METS District Assigned employees perform work on behalf of a specific assigned client location for services described within a METS service agreement.

- Salaried
- Hourly

Qualifying employees are provided a reasonable assurance letter prior to end of the school year granting reasonable assurance of returning to work in the same or similar capacity with METS following summer recess.

SECURITY OF EMPLOYEE INFORMATION-PRIVACY POLICY

Employee identifying information including, but not limited to social security numbers, addresses, and benefit information will be accessed or shared only by those who are required to use the information in the course of their job duties. In some instances, as in the case of benefits, DOT regulations, MDE regulations, or legally mandated reporting, identifying employee information may be shared with a third-party.

Identifying employee information will be stored in a secure way which limits access to those who have a legitimate business need for the information. In addition, electronic files and communications involving identifying employee information will be secured through the use of passwords and/or encryption.

Disposal of identifying employee information will be done in a manner appropriate to the vehicle on which the information is stored (i.e. paper information destroyed by shredding).

In the event that personal information is compromised as a result to a breach of security, METS will promptly notify those persons whose personal information has been compromised, in accordance with the notification procedures set forth in this Privacy Statement or as otherwise required by applicable law.

It is the policy of METS to provide notification of a security compromise pertaining to personal information via e-mail notice or written hard copy notice via standard postal mail. METS reserves the right to determine the form and means of providing notifications.

VERIFICATIONS OF EMPLOYMENT/REFERENCE CHECKS

In response to an outside request for information regarding a current or former METS employee, the METS Corporate Office will furnish or verify only an employee's name, dates of employment, and job title. No other data or information regarding any current or former METS employee, or his/her employment with METS will be furnished unless the employee authorizes METS to furnish this information in a document that also releases METS from liability in connection with the furnishing of this information or if METS is required by law to furnish information. Said documentation should be sent to METS Corporate Office, P.O. Box 516 Portland, MI 48875. E-mailed to HRDept@contractbusdrivers.com or Fax 517-647-7572.

PAYMENT OF WAGES

Wage payment, including overtime wages, is made bi-weekly for wages as per the METS Pay Schedule. The METS Pay Schedule can be found on the web site at www.ContractBusDrivers.com. Paydays are bi-weekly, every other Friday, but may vary slightly due to holidays. The METS work week is defined as Sunday from 12:00 am through Saturday at 11:59 pm. Please consult the current year's pay schedule for specific pay dates.

Non-Exempt employees will be compensated at time-and-a-half for any time over 40 hours worked during each work week.

Should garnishments (i.e. child support, levies against wages, etc.) be demanded via legal means, the Company will comply accordingly. An administrative fee of \$1.00 per deduction may be deducted from the employee's payroll check for all court ordered garnishments.

It is the responsibility of the employee to ensure complete, accurate, and timely submission of their time cards to be turned into the client district in a timely manner for approval and submission. Failure to submit this information as required may delay the processing of the employee's wage payment. **Falsification of time records is grounds for disciplinary action, including termination.**

METS requires that employees either be paid through direct deposit of funds at their bank of choice (providing the bank has direct deposit capability) or through payroll debit card. Employees wishing to change the methodology by which they are paid may do so through our website. Employees with questions about pay should direct them to the Payroll Department. The amount of tax withholding from an employee's paycheck depends on the number of W-4's and by the number of exemptions claimed on each W-4 form. All employees will be required to

submit Federal and State W-4's. Some employees may need to submit City W-4 forms. Employees wishing to make changes to their withholding can do so through the METS website.

EXPENSE REPORTS

Approved job related expenses are to be recorded on a METS Expense Report and turned into the METS Payroll Department for that respective pay period all expense reports must be accompanied by the appropriate receipts. Expense reports must be signed by the employee's METS Supervisor or an authorized representative of the Assigned Client to be paid.

ATTENDANCE, PUNCTUALITY AND DEPENDABILITY

It is important that employees attend work as scheduled. Dependability, attendance, punctuality, and a commitment to do the job right are essential at all times. As such, employees are expected to work on all scheduled work days, during all scheduled work hours and are expected to report to work on time. To the extent permitted by law, absenteeism and lateness lessen an employee's chances for advancement and may result in dismissal. For substitute employees, repeated refusal of assignments and/or cancellation of accepted assignments may result in loss of assignment and/or dismissal.

No call/no shows will be considered a voluntary resignation except under extenuating circumstances.

UNPAID ABSENT DAY LIMIT POLICY

- Employees will be allowed a maximum of 3 approved unpaid absent days off for personal/sick time.
- A medical reason resulting in more than the 3 approved unpaid absent days off will be required to provide documentation from a medical facility verifying the absence as a medical necessity upon return to work
 - Example: Employee A has taken 3 days off for personal reasons. Employee A then becomes ill and needs to take an additional day off. Since employee A has already used their 3-day limit, employee A must provide documentation from a medical facility verifying the absence as a medical necessity upon return to work.
- Absences in excess of 5 work days for medical or critical personal reasons will require the employee to contact METS HR Department and meet FMLA or METS critical Personal/Medical LOA Requirements.
- Leave of Absences that qualify for FMLA, METS Critical Personal/ Medical LOA, Military Leave, Jury Duty, Witness Duty, or Bereavement Leave shall not be included in this 3-day limit policy.
- Employee's utilizing approved unpaid absent days shall not be considered to have perfect attendance.
- This policy **DOES NOT** qualify or guarantee any employee 3 approved unpaid absent days off. Employee's requesting approval for an unpaid absence day for personal reasons or non-emergency medical reasons, such as but not limited to doctor's appointments,

shall have that request approved only in the event that it will not affect operations and meets the Absence Request Approval Policy.

- Employees exceeding the 3-day limit policy who do not meet the policy requirements, shall receive progressive discipline:
 - 1st offense: Verbal Warning
 - 2nd offense: Written document in personnel file
 - 3rd and final offense: 3 day Suspension without pay & Possible Termination
- This will be on a school year basis
- The On-site Manager may approve unpaid days off for personal, Non-medical reasons in excess of the 3-day limit in extenuating circumstances or if the approval will not be detrimental to operations or affect operations in any manner. Such approvals shall be on first-come, first serve basis.

Absence Request shall be approve as follows:

- Approval for absence request will be subject to the current business operation needs of the assigned district location.
- In the event that approval of absences may be detrimental to operations or affect operations in any manner, all absence requests for any given day or period of time for the assigned location may be declined.
- Progressive Discipline:
 - 1st offense: Verbal Warning
 - 2nd offense: Written document in personnel file
 - 3rd and final offense: 3 day Suspension without pay & Possible Termination
 - This will be on a school year basis.

Absence requests submitted outside of the said guidelines and employee absences taken without proper approval will subject the employee to disciplinary action up to and including termination as a measure to ensure that employees are committed to delivering consistent and predictable service to the students, parents, district faculty and community in which the Company serves. If a request for time off is submitted and it is denied, please understand it is ONLY because it will create an adverse situation for the program.

ABSENCE REQUEST

Employees must submit a request for an absence to the Assigned Client on the approved Absence Request Form as soon as the requested absence date becomes known to the employee, but not less than 3 days prior to the requested absence date. Non-emergency, unforeseen absence requests must be submitted no less than 24 hours prior to the requested absence assignment date and time. Absence requests must be submitted according to the information above to ensure consistent, predictable service to the Assigned Client.

Absence Requests will be reviewed and an approval or denial determination made based upon matters such as, but not limited to, the needs of the program, time previously missed by the requesting employee, and reason for the request. Proof of need for absence may be required. Absence requests submitted outside of the said guidelines may not be approved and employee absences taken without proper approval may subject the employee to disciplinary action up to and including termination.

ABSENCE REQUEST FORM – EXPECTATIONS

- The Absence Request Form must be completed for all Absence Requests except for FMLA or METS Critical Personal/Medical LOA requests. Contact the METS Human Resource Department for corresponding paperwork for these leaves.
- Please complete the **entire** Absence Request Form. The reason for being absent should be filled out on each form.
- Please submit the absence request form to the designated personnel at the assigned client district as soon as possible.
- Please schedule appointments outside of regularly scheduled work hours when possible. It is expected that employees will consistently fulfill the assignment that they have accepted. Consistency in assignment is the safest way to transport students. The parents and students on your route are counting on you to fulfill your assignment.
- An absence request is not considered an approved absence until the employee has received a copy of the form from the client district location indicating the approval.

Please consider these guidelines carefully. Employees are expected to consistently service the assignment that they have accepted within these guidelines.

UNFORESEEN ABSENCE/LATENESS

Unforeseen absences or lateness such as personal illness, injury outside of the workplace or other emergency situation must be requested as soon as reasonably possible, but not later than one hour before the employee's scheduled starting time or as request by the client district so that coverage of the assignment can be accomplished.

A medical statement may be required for absences due to sickness. Employees are obligated to keep his/her Assigned Client advised as to their illness status and their anticipated return date.

LEAVE REQUESTS

Absences in excess of 5 work days for medical reason will require the employee to contact METS HR Department and meet FMLA or METS Critical Personal/Medical LOA requirements. Any employee returning from medical leave of absence or other leaves due to the employee's medical condition, will be required to provide a release from their treating physician as well as a Fit For Duty Certification from a METS designated DOT Registered Physician if the position falls under DOT regulations.

During any unpaid leave, the employee is responsible to pay for their METS insurance premiums, if applicable.

Employees who have been granted a medical leave request are restricted from attending any work related training or meeting, and may only enter the work location on legal business.

FAMILY AND MEDICAL LEAVE (FMLA)

METS complies fully with the Federal Family and Medical Leave Act and will grant up to 12 weeks of unpaid leave (or up to 26 weeks of military caregiver leave) during a 12-month period to FMLA eligible employees. For the purpose of this policy METS will use a "rolling" 12-month period measured backward from the date the leave was taken.

To qualify for FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

1. The birth of a child and in order to care for that child within one year of the child's birth.
2. The placement of a child for adoption or foster care and to care for the newly placed child within one year of the placement.
3. To care for a spouse, child or parent with a serious health condition (as defined by the Family Medical Leave Act).
4. The serious health condition (as defined by the Family Medical Leave Act) of the employee.
5. Qualifying exigency leaves for families of members of the National Guard and Reserves when the covered military member is on active duty or call to active duty in support of a contingency operation.
6. Military caregiver leave (also known as covered service member leave) to care for an ill or injured service member.

An employee is eligible for FMLA leave if he or she meets 3 basic criteria:

1. Has been employed by METS for 12 months and
2. Has worked at least 1250 hours in the preceding 12 months and
3. Works at a location where METS employs 50 or more employees within a 75-mile radius of that location.

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to the METS Corporate Office. When the need for the leave is foreseeable, the employee must provide the employer with at least a 30-day notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. Within five business days after the employee has submitted the appropriate certification form, the METS Corporate Office will complete and provide the employee with a written response to the employee's request for FMLA. An employee whose request for FMLA leave is approved must use Paid Time Off, if applicable, while on leave until all Paid Time Off is exhausted.

Upon return from FMLA leave, an employee will generally be returned to the same position or a position with equivalent status, pay, benefits and other employment terms as the position they held prior to taking leave.

CRITICAL PERSONAL LEAVE/MEDICAL LEAVE OF ABSENCE

This policy replaces the METS Medical Leave of Absence Policy effective September 1, 2016. METS recognizes that an employee may have a need to be excused from work in order to attend to long term medical or critical personal situations beyond their control. The purpose of this policy is to outline the parameters of this leave.

Under this policy, the following circumstances may be approved for up to 10 work days per 12 month rolling period of critical personal leave for employees who are:

- Victims of domestic violence
- Victims of criminal acts
- Victims of natural disasters
- Family members of military service members

Under this policy, the following circumstances may be approved for a maximum of 12 weeks per 12 month rolling period of medical leave of absence.

Eligible Employees are:

- Requiring 5 or more consecutive days off due to a medical condition as determined by a medical doctor or facility with proper documentation from a medical professional.

After allotted time for Leave is reached, the employee will receive notification that their employment has been terminated.

Genuine Extenuating Circumstances, projected beyond maximum time, will be subject to METS Management's discretion for approval.

ELIGIBILITY

All employees, regardless of length of company service, are eligible for leaves which meet any of the above-referenced criteria. Such approved periods of leaves will be unpaid. Employee must use all accrued paid time off, if applicable, prior to requesting leave.

The leave provided for in this policy is supplemental to any leave that may be required under applicable laws such as the Family and Medical Leave Act (FMLA), the Uniformed Services Employment and Reemployment Rights Act (USERRA), ADA, ADAAA and/or applicable State or Federal leave laws. Employees should look to their leave rights under such laws before resorting to the leave provided for in this policy. If an employee is eligible for leave under the above mentioned policies or laws, this policy shall not apply.

Employees may not perform any work while on a leave of absence. This includes use of Company e-mails and work related phone calls, attending any work related training or meeting, and may only enter the work location on legal business.

CONFIDENTIALITY

A request for leave by an employee who has requested confidentiality as to the need for leave under this policy is to be respected, be kept confidential, and restricted to those with a need to know: department managers and HR. In other cases, confidentiality and propriety are to be observed by all managers and employees insofar as possible. In cases where employees have communicated to co-workers their need for a leave, there should be no expectation of confidentiality.

REQUESTING LEAVE

Any request for leave for one of the reasons itemized above must be made in writing, must be for a specified period, and directed to Human Resources.

Employee must use all accrued paid time off, if applicable, prior to requesting leave. All leave request must be accompanied by documentation supporting the necessity for the leave except where this would cause an undue hardship on the employee. In such cases, documentation verification must be provided within a reasonable time period following the request.

Due to the varying leaves covered under this policy, verification of need for leave may be provided through a multitude of sources. Examples: court documentation for any criminal proceeding in which the employee (or household family member) was a victim; military orders for induction or long-term deployment, insurance company documentation of major sustained loss or damage to a residence or other property of the employee; physician documentation of necessity for medical care or disability; local social welfare, victim's assistance group, or church certification of need for physical shelter in cases of abuse.

LEAVE APPROVAL AND COMPANY HARDSHIP

METS reserves the right to deny Critical Personal Leave requests or the duration of a leave if the leave will cause a major impact on business or any departmental operation.

BENEFIT PLAN CONTINUATION

During any unpaid leave, the employee is responsible to pay for their METS insurance premiums, if applicable.

The company will permit benefit continuation to a maximum of one month on the same basis as active employees and employees should establish in advance a contribution payment schedule with HR prior to commencement of leave.

JOB RESTORATION

Employees who take leave not covered under applicable laws such as the Family and Medical Leave Act (FMLA), the Uniformed Services Employment and Reemployment Rights Act (USERRA), ADA, ADAAA and/or applicable State or Federal leave laws do not have job restoration rights.

METS will reinstate the employee to the same or similar position if possible. In the event that the same or similar position is not available, the employee will receive written notice from Human Resources.

Any employee returning from medical leave of absence or other leaves due to the employee's medical condition, will be required to provide a release from their treating physician and as deemed appropriate will need to complete a Fit for Duty Certification from a METS designated DOT Registered Physician if the position falls under DOT regulations.

MILITARY LEAVE

An employee who is a member of the United States uniformed services will be granted a leave of absence for military service, training or related obligations in accordance with applicable law. Employees requesting this leave are required to provide the METS Corporate Office advance notice of upcoming military service, unless military necessity prevents advance notice or it is otherwise impossible or unreasonable.

Military leave will be unpaid. However, employees may use any available paid time off for the absence. Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which employees are otherwise eligible.

Benefit accruals, such as paid time off, will be suspended during a military leave and will resume upon return to active employment.

Employees who are on military leave for up to 30 days must return to work on the first regularly scheduled work period after service ends (allowing for reasonable travel time). Employees who are on military leave beyond 30 days must apply for reinstatement in accordance with USERRA and all applicable state laws.

Upon return from military leave (depending on the length of military service in accordance with USERRA), employees will be placed either in the position they would have attained if they had remained continuously employed or in a comparable position. For the purpose of determining benefits that are based on length of service, employees will be treated as if they had been continuously employed.

JURY DUTY

METS will provide unpaid time off to employees selected for Jury Duty. An employee must present a copy of the jury duty summons to the Supervisor at the Assigned Client location, when applicable, or METS Corporate Office within one business day after being received so that arrangements can be made to accommodate possible absence from work. Employees are expected to report to work within the hours of their normal shift whenever they are not needed in court.

WITNESS DUTY

METS will provide unpaid time off to employees who receive a subpoena to testify in court. In order to make arrangements for the time off, employees must submit a copy of the subpoena to the Supervisor at the Assigned Client location, when applicable, or METS Corporate Office within one business day after being received. When serving as a witness, employees are expected to report to work within the hours of their normal shift whenever they are not needed in court.

BEREAVEMENT LEAVE

In the event of a death of an immediate family, employees will be granted up to three working days without pay to handle family affairs and attend the funeral. For this policy, "immediate family" is defined as: father, mother, sister, brother, spouse, child, grandparents, grandchildren, aunts, uncles, nieces, nephews, in-laws of the same degree, domestic partners, eligible dependent as defined by IRS, or other individual permanently residing in the employee's household. In this policy spouse refers to someone legally married to the employee, regardless of the employee's and spouses respective sexes. Father, mother, sister, brother, child, grandparents, grandchildren, aunts, uncles, nieces, nephews, and in-laws of the same degree includes relationships through biology, adoption, foster care, step, legal ward, or loco parentis.

OPERATIONAL REQUIREMENTS

Employees shall comply with the policies, rules, regulations and safety requirements of METS and the Assigned Client.

In all cases, the employee shall perform their assigned job duties in a prompt, effective, professional manner. In the event a job assignment is questioned, unless the employee questions the safety or legality of the assignment, the employee shall first perform the assignment and then discuss the issue with the appropriate METS management representative. In the event the employee questions the safety or legality of an assignment, the employee shall contact the METS Corporate Office immediately. Employees have an obligation to report all problems concerning their work or the company's business in general to the METS Corporate Office.

DRIVER COMPARTMENT

Drivers shall not allow passengers to sit or stand in the driver's compartment.

EMERGENCY CARDS

All drivers are required to maintain an updated emergency card on students as per the Assigned Client location policies. It is the drivers' responsibility to be aware of the Assigned Client location policies. Contact the METS Human Resources Office if assistance is needed to obtain information on said policy.

EMPTY SIGNS/METS CHILD CHECK POLICY

The procedure to check for sleeping children/passengers is as follows:

Before leaving the vehicle unattended the driver must:

- Starting at the front of the vehicle and walking to the rear, look in and under each seat on the left and right until all seats on the bus have been checked on and under for sleeping children.
- Hang the EMPTY sign in the rear window.
- While walking back to the front of the bus from the rear, check again under and on each seat on the left and right for sleeping children.
- *Checking from both viewpoints will provide two opportunities to find a sleeping child.*

This process is not about hanging the EMPTY sign – the EMPTY Sign documents that the search was conducted. This system is to remind the employee to check for sleeping children.

PARKED BUS

Whenever the bus is parked on layovers, at the bus lot, on a field/activity trip or other approved location, the EMPTY sign must be used.

BEGINNING OF ROUTE

Driver will remove the EMPTY sign from the rear window and place it in the front of the bus on the bulk head. EMPTY signs are not to be left in the rear window of the bus while the bus is moving.

END OF ROUTE

The bus must be checked following the completion of each route to discover sleeping children or lost articles by following all child check procedures.

- In the morning, after unloading at the school, the driver must walk to the rear of the bus, checking for children and lost items.
- Upon arrival at the lot, the bus will be searched again. The driver will document the search by displaying the EMPTY sign in the rear window.

In the afternoon the same procedure is to be followed after the final drop off on the route taking students home from school. To accomplish this walk-through on route; the driver must find a safe place to stop in order to check the bus. Even after checking the bus after the last drop, the

bus must be again checked in the lot. The EMPTY sign will be placed in the rear window when the bus returns to the garage. EMPTY signs are not to be in the back window of the bus while the bus is moving.

BUS PARKED ALONG FENCE

Buses that are parked by backing up to a fence area will display their EMPTY sign in the front window of the bus.

FAILURE TO CHECK FOR SLEEPING CHILDREN/PASSENGERS

A failure is anytime a driver fails to check the bus for sleeping children/passengers and follow the required process and document the search by displaying the EMPTY sign. The EMPTY sign must be hung at the end of every route/trip. Failure to do so will result in the following disciplinary action.

- 1st Offense –Written Warning and retraining of driver
- 2nd Offense – Three (3) Day suspension
- 3rd offense – Will result in additional discipline and possible termination

STUDENT LEFT UNATTENDED ON BUS:

In the event it has been determined that a child has been left unattended on a vehicle, the driver will be suspended immediately. Pending an investigation and provided it has been concluded that a student was indeed left unattended on a vehicle, the driver will be terminated.

*If the bus is equipped with a Child Checkmate alarm system, the alarm system is to be used in addition to the EMPTY sign.

KEYS

Keys shall not be duplicated without METS and/or Assigned Client Administrative written approval. Unauthorized duplication of keys will result in immediate termination.

LEAVING SCHOOL PROPERTY

Upon returning from a route, employees are required to clock out prior to leaving district grounds for personal reasons.

LEAVING THE VEHICLE/BUS

Drivers shall not leave the vehicle/school bus without first ensuring that the parking brake is fully engaged, the vehicle is turned off, the key is removed and on the driver's person, and the vehicle/school bus is empty of students.

PARKING OF PERSONAL VEHICLES

To allow for appropriate parking space to meet the Assigned Client's needs, personal vehicles are to be parked in assigned parking areas only and must be parked legally.

PRE-TRIP/POST-TRIP INSPECTIONS

Drivers shall complete Pre-Trip and Post-Trip inspections. Drivers will complete the appropriate Pre-Trip/Post-Trip form and will follow inspection and reporting procedures established by law and Assigned Client policies.

- Failure to complete the full appropriate Pre-Trip/Post-Trip or falsification of documentation on the Pre-Trip/Post-Trip form is grounds for immediate termination.
- Employees shall not deal directly with shop personnel unless otherwise instructed by the METS Supervisor or Assigned Client Operations/Transportation Manager.

RADIO STATIONS

Radio stations are not to be played on any buses, at any time, which contain inappropriate music, language, or subject matter. If there is a question as to whether or not a radio station is appropriate, consult with the METS Supervisor or Assigned Client Operations/Transportation Manager.

RADIO USAGE

Federal Communications Commission (FCC) rules charge the District with the proper operation and use of each radio transmitter. Violation of FCC rules may result in action against the individual and affect the District's license (district is under a "business" class license) to operate.

The use of communications equipment must be strictly limited to company business with appropriate and professional language used at all times. Some basic rules to remember:

- The radio should be used on an "as needed" basis only. Discussions should be limited to important issues that need to be addressed at the time. Information that does not need to be addressed at the moment should be discussed with the appropriate personnel upon returning to the transportation dept.
- Limit discussing student discipline on the radio, except as required for safety or emergency situations. If discipline needs to be discussed on the radio, do not use the student's name.
- If there is an emergency, Assigned Client location codes should be utilized and rules must be followed for safety reasons.
- Refrain from using a student's last name with a home address over the radio.

RELEASE OF STUDENTS

It is the drivers' responsibility to release students from the bus. For clarification of the policy, see the On-Site Supervisor. In the occurrence of an accident, students are to be released by the policy only, except in evacuation situations. Use better judgement when dropping off students.

ROUTE CHANGES

Drivers are not to deviate from the assigned route, extra-curricular trips or field trips without prior permission from METS or an authorized Assigned Client representative.

UNAUTHORIZED OR UNDESIGNATED STOPS

METS employees must have prior approval from their assigned client's management to make any deviation from their regular drop off locations. METS employees are not allowed to travel outside of their assigned clients' district when completing drop off, unless otherwise approved by the assigned Transportation office or METS.

METS employees who violate this policy will receive the appropriate disciplinary action up to and including termination.

ROUTE SHEETS AND STUDENT LIST

All drivers are required to maintain an updated route sheet and student list as per the Assigned Client location policies. It is the driver's responsibility to be aware of the Assigned Client location policies. Contact the METS Human Resources Office if assistance is needed to obtain information on said policy.

SEAT BELTS

Driver shall wear seat belts at all times while the vehicle is in motion.

Any METS employee who is found to not be wearing a seat belt will receive the appropriate disciplinary action up to and including termination.

SECURITY OR ID BADGE

If required at the employee's assigned location, the employee will be issued a Security/ID Badge. If a badge is lost or misplaced, the Assigned Client or METS Corporate Office must be contacted immediately. METS has the right to charge the employee for replacement of Security/ID Badges.

STUDENT MANAGEMENT

Passengers are expected to display proper courtesy to other passengers, aides, and drivers. Any behavior problem, which in the driver's judgment, constitute a safety hazard or violates the Assigned Client's rules or policies, must be reported immediately per the assigned location process. Upon return to the transportation department, employees are required to report such instances in writing utilizing the METS Employee Communications form or the Assigned Client's designated form. It is the driver's responsibility to maintain proper student management on the bus. If assistance in student management is required, the employee shall contact the

METS Supervisor or Assigned Client Operations / Transportation Manager. The employee shall contact the METS Corporate Office if they feel they are not provided the assistance requested/required.

UNAUTHORIZED RIDERS

Employees shall never allow persons other than assigned students, drivers in training, Supervisors, METS employee assigned to be on the bus at that date/time, or Assigned Client's authorized volunteers and employees, to ride/drive a METS or Assigned Client owned/leased vehicle without prior approval from METS or an authorized representative of the Assigned Client. METS employees will permit authorized district representative(s) to ride the buses on all routes for assessing the quality of service, addressing student issues and parental complaints and other legitimate purposes.

VEHICLES/BUSES

Employees are expected to exercise care, report required maintenance needs, follow all operating instructions, safety standards and guidelines when operating a vehicle owned or leased by METS or the Assigned Client. Smoking is not permitted in any vehicle. Improper care, neglect, or unsafe use of a METS or Assigned Client vehicle, as well as excessive or avoidable traffic and parking violations, can result in increased costs and may result in disciplinary action, up to and including termination.

Drivers shall keep the inside of the vehicle clean and neat. Mirrors shall be clean and properly adjusted. Windshield and windows shall be clean to allow unobstructed vision. They shall be responsible for seeing that all safety equipment and required warning devices are on the vehicle and meet established safety standards as per P.A. 187 257.1825. The availability and working condition of all safety equipment is the responsibility of the driver.

EMPLOYEE BENEFITS

METS offers a full Flexible Benefits Program for eligible employees and operates its plans in full compliance with the Patient Protection and Affordable Care Act (PPACA). METS reserves the right to discontinue and/or make changes to Benefit Programs as allowed by law. For complete information regarding any of our benefit programs (Medical, Dental, Vision, Life Insurance, AD&D, Short Term and Long Term Disability Insurance, including eligibility requirements, waiting periods and COBRA, please contact METS Benefits Department.

DIRECT DEPOSIT & RETIREMENT ACCOUNT CONTRIBUTION OPTIONS

Qualifying employees assigned to a client (School District or Academy) utilizing a primary Direct Deposit of salary or wages into a savings or checking account, in accordance with the METS Employee Handbook may select secondary Direct Deposit options to facilitate contributions to a retirement plan such as an IRA or other specialized saving such as contributions to a 529 college savings account or alternate checking and/or savings account

through a bank, credit union or other financial institution. METS also provides 401-K retirement options. For more information on 401-K retirement options with METS, please contact METS HR Department HRDept@ContractBusDrivers.com.

PERKS PROGRAM

METS offers several PERKS programs as additional benefits available to its employees. METS continuously seeks out additional such programs we feel our employees will benefit from. Listed are some of our current Perks Programs. Employees are encouraged to monitor our web site for additional programs that may be added. Please contact METS HR Department, HRDept@ContractBusDrivers.com for more information regarding the Perks Program.

Meemic Insurance	GCN Training
Verizon Wireless Discounts	VPI Pet Insurance
Tickets at work	Legal Shield
Shoes for Crews	

WORKERS' COMPENSATION BENEFITS

METS provides a comprehensive workers' compensation insurance program to our employees and is covered under statutory state workers' compensation laws. This insurance covers injuries or illnesses sustained in the course of employment that require medical, surgical, or hospital treatment.

Workers' compensation is intended to cover only work-related injuries and illnesses. Because of this, neither METS nor our insurance carrier will be liable for the payment of workers' compensation benefits for injuries occurring outside of work or during an employee's voluntary participation in off-duty recreational, social, or athletic activities.

In the event of any work-related injury or illness, it is critical that the employee notify not only the client location supervisor, but also METS Corporate Office as soon as possible. The procedure and forms for reporting workplace injuries can be found on the METS website. It is important that this procedure be carefully followed to ensure the proper handling of the claim and that any/all follow up treatment is managed in a timely manner. Failure to report an accident in a timely manner is a serious transgression as it may preclude an employee's coverage under Worker's Compensation Insurance.

Employees are required to attend all scheduled appointments related to the treatment of their injuries. On days that the employee is scheduled to work, the employee is expected to schedule appointments around the work schedule whenever possible.

Per the Workers Compensation Act, 418.311 Compensation Payments; Computations, no compensation shall be paid under this act for any injury which does not incapacitate the employee from earning full wages, for a period of at least 1 week, but if incapacity extends beyond the period of 1 week, compensation shall begin on the eighth day after the injury. If

incapacity continues for 2 weeks or longer or if death results from the injury, compensation shall be computed from the date of injury.

Employer funded health care benefits and continuation of premiums for short-term/long term disability, dismemberment and life insurance of a METS employee on Workers Compensation will continue until one of the following occurs:

1. Return to work (no interruption of benefits),
2. Redemption or settlement of the workers' compensation claim,
3. Declination of the workers' compensation claim,
4. After a maximum of one year on workers' compensation, benefits paid by the employer will end, or
5. Continuation of coverage(s) may be covered in detail in official policy documents. The most current official policy documents should always be referenced. Please note that the terms specified in the current plan documents are controlling.

COBRA election, i.e. the right to continue health benefits at the employee's expense, will follow the termination of health care benefits.

RESIGNATION

Employees wishing to resign should submit a letter of resignation to the METS Corporate Office. Letters of resignation may be submitted through postal mail, e-mail, or faxed to the following:

P.O. BOX 516

Portland, MI 48875

E-Mail: HRDept@ContractBusDrivers.com

Additionally, employees should ensure that they make arrangements to return any and all Assigned Client or METS property.

INACTIVATION/TERMINATION

Employees who have not been paid by METS during the preceding 6-month period are subject to termination due to inactivity. An employee who has been terminated and wishes to resume providing services for METS will be required to complete the application process before being reactivated.

TERMINATION OF BENEFITS

For employees with benefits coverage (Medical, Dental, Vision, etc.) coverage will end on the last day of the month in which the last day of employment falls. Employees, unless dismissed for gross misconduct, may have the option to convert to individual life insurance, and/or to continue Medical/Dental Benefits in accordance with the Consolidated Omnibus Budget Reconciliation Act ("COBRA") regulations. Any questions related to benefits should be directed to the METS Benefits Department.

EXIT INTERVIEW

METS Human Resources Department may, at its discretion, conduct an exit interview with a terminating employee. The exit interview may be conducted either through direct communication or via e-mail. The goal of this interview is to obtain candid feedback from employees about their experience with METS and utilize this information to evaluate processes and procedures.

METS HANDBOOK ACKNOWLEDGEMENT

I acknowledge that I have been instructed to read and review the METS Employee Handbook, Version 8.19, and understand that it is my responsibility to access and read the Handbook as part of my employment with METS.

Please initial next to each topic you have read and understood in the Handbook:

1. *APPEARANCE, HYGIENE & INAPPROPRIATE ATTIRE* (pg.14- 15): _____
2. *ATTENDANCE, PUNCTUALITY AND DEPENDABILITY* (pg.32-33): _____
3. *EMPTY SIGNS/METS CHILD CHECK POLICY* (pg.40): _____
4. *FAILURE TO CHECK FOR SLEEPING CHILDREN/PASSENGERS* (pg.41): _____
5. *END OF ROUTE PROCEDURES* (pg.40 - 41): _____
6. *USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES* (pg.23): _____
7. *PRE-TRIP/POST-TRIP INSPECTIONS* (pg.42): _____
8. *RELEASE OF STUDENTS* (pg.42): _____
9. *UNAUTHORIZED OR UNDESIGNATED STOPS* (pg.43): _____
10. *STUDENT MANAGEMENT* (pg.43): _____

I acknowledge that METS may be required to and has the right to make changes or additions to the employee handbook and that upon notification it is my responsibility to obtain a copy of the METS employee handbook from METS website, www.ContractBusDrivers.com, read and reviewed the revised handbook, and contact the METS corporate Office at 517-647-7765 with any questions I may have. I acknowledge that I have been informed that METS will notify me when changes are made to the handbook through two avenues:

1. Via a notification on pay check stub. It is my responsibility to review my pay check stubs for such notifications.
2. Via an e-mail address on file with METS. It is my responsibility to ensure METS has a current e-mail address on file and to regularly check my email for such notifications from METS.

In addition to notifications via pay check stubs and e-mail, METS may communicate handbook revisions in any other method as METS sees fit.

I acknowledge by my signature below that I will abide by the rules, policies, regulations and terms and conditions of employment contained in METS Employee Handbook that no other arrangements, agreements or understandings, verbal or in writing, have been made to the contrary. I understand that updates to these rules, policies, regulations and terms and conditions may be made from time to time, and that it is my responsibility to review and abide by all subsequent revisions to the Handbook.

Employee's Name (Print)

Employee's Signature

Date