

## **LETTER OF AGREEMENT REGARDING SUPPLEMENTAL PAY FOR OBTAINING SPECIFIC TRAINING, LICENSURE, AND/OR ENDORSEMENT**

This letter constitutes an agreement between the Dallas Center-Grimes Community School District (the "District") and VANNASONE PHILAVANH (the "Bus Driver"), regarding certain incentives offered as supplemental pay to the Bus Driver by the District for certain required training. This Agreement will be an addendum to the Bus Driver's contract with the District.

**WHEREAS**, beginning on February 7, 2022, the Federal Motor Carrier Safety Administration (FMCSA) now requires all CDL applicants seeking to drive school bus to complete the new Entry Level Driver Training (ELDT) certification process outlined in the ELDT regulations.

**WHEREAS**, the ELDT regulations set the minimum Federal requirements for training that entry-level drivers must complete before being permitted to take certain CDL skills or knowledge tests in preparation to be a school bus driver.

**WHEREAS**, the District estimates the direct and indirect costs associated with this new training are approximately \$2,000.00.

NOW THEREFORE, the parties agree as follows:

1. In order to recruit and retain new bus drivers to fill high-need positions requiring this particular training and certification, the District will either pay directly or reimburse the Bus Driver for certain expenses necessary for the Bus Driver to obtain such training and certification as outlined below. These items and costs include only the following:
  - a. Payment for the Bus Driver's training with a 3rd party provider.
  - b. Payment of travel costs, lodging costs (if necessary), meals or incidentals to attend the training.
  - c. Payment of classroom curriculum materials or required class supplies for the training.
  - d. Payment equal to the District's standard activity bus driving rate for classroom training hours (not travel hours).
  - e. Payment of fees involved with the initial testing (subsequent testing fees due to multiple testing efforts will not be paid).
2. As a condition of accepting this Agreement, the Bus Driver agrees to remain in the District as a school bus driver, as assigned, for a period of 24 months beginning with the date this Agreement is signed. If assigned as a substitute bus driver, the bus driver agrees to work a minimum of 25 days in the school year.
3. If the Bus Driver transfers to another position within the District that does not require the training or certification for which reimbursement was made by the District to the Bus

Driver, if the Bus Driver leaves employment with the District prior to completion of the 24 months, or if the Bus Driver fails to pass the ELDT test after two attempts, VANNASONE will be required to repay to the District \$2,000.00. Said repayment to occur within thirty (30) days from the Bus Driver's last contracted date of employment with the District, unless otherwise agreed to by the parties.

4. This Agreement constitute the entire agreement between the parties with respect to the subject matter thereof and supersedes all prior statements, representations, promises and agreements, oral or written.
5. This Agreement shall only be modified upon the mutual written agreement of both parties.

Employee:  
bucksboy@yahoo.com

*Vannasone Philavanh*

09/30/2025

Signature

Date

VANNASONE PHILAVANH

Print Name

For the District:

Signature

Date

Title

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