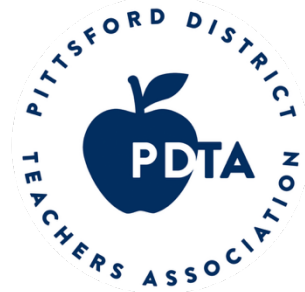


Traveling Teacher Document



- **Travel Time**

- Our practice is to allow for a minimum of 30 minutes of travel time between assignments. If 30 minutes is not feasible, a conversation will be triggered between the Association and the District to discuss appropriate accommodations.

- **Mileage**

- A mileage form can be accessed online [here](#) or is available in hard copy at your building office.
- Mileage should be kept track of regularly and forms should be submitted monthly, whenever possible.

- **Lunch and Preparation Time**

- All employees shall be provided a minimum 40-minute uninterrupted lunch period daily, which historically occurs during the building-wide lunch period. All teachers have protected preparation/planning time (see current [PDTA Contract](#) for specific details). Neither the daily lunch period, nor preparation period, should ever be reduced due to travel time.

- **Parking**

- Designated parking spaces for traveling teachers shall be available in each building. If parking becomes problematic, speak with the building Principal and/or PDTA Building Representative so parking issues can be resolved.

- **Home school**

- Generally, a teacher's home school will be designated by where the majority of teaching occurs. If a teacher has an equal assignment (i.e. .5 and .5), then the home school will be designated by where a teacher ends the day. In some rare instances this may be modified based on unique situations (i.e. the teacher's schedule changes by day, within the cycle; where they start their day for elementary faculty meetings, etc.).

- **Substitutes**

- When requesting a substitute, this often occurs through the teacher's home school. However, if the substitute should report to a different school, it is helpful to notify your home building and where the sub needs to report. If you use the on-line system, it would be helpful if you would put your traveling schedule in the comments section when requesting a sub. If you use the telephone system, then you can also leave this information through a voice message to the sub under "special instructions."