

## Traveling Teachers 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. All teachers have protected preparation time (Please see PDTA contract for specific details.) Neither the daily lunch period nor preparation periods 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, feel comfortable speaking 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.
- **Substitutes**
  - When requesting a substitute, the substitute should be directed to the building where the teacher's first class period occurs. 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."