Peru State College Bus Policy  
Updated July, 2014

- Driving the bus requires a Class C CDL with a P endorsement.

- A Request to Employ (RTE) form must be completed by the driver during the application process. The driver needs to provide HR with two forms of ID and a voided check before they are added to the payroll (the two forms of ID cannot include a driver’s license). HR will forward the RTE to Payroll for approval. Payroll will send the approved RTE back to Campus Services, who will create a time card for the driver.

- Once a driver has applied the following must occur before they can drive:
  - Background check performed by HR
  - Drug test administered at Auburn Family Health Center. The health center then sends the specimen to a lab to be analyzed. HR receives an email when the results are ready and forwards the results to Campus Services.
  - Complete the state sponsored defensive driver course. Campus Services must contact the VPAF office manager to set it up. The course is taken online and the link to the course can be sent to the driver’s email account if they would like to complete it at home. Otherwise, the driver is allowed to use a campus computer to complete the course. The course takes about 4 hours to complete, but does not have to be completed in one sitting. Once completed, the driver can print out a certificate of completion if they so choose. The VPAF office manager will send an email confirming successful completion of the course to the driver, with Campus Services as “copy to”. The driver can then put in for 4 hours of pay for successful completion of the course.

- Pay and hours:
  - Drivers are paid $12/hour on a biweekly schedule.
  - Drivers cannot work more than 24 hours per week.
    - Drivers are paid for the time required to prepare the bus for a trip, the driving time, and the time it takes to clean up and lock the bus.
    - Drivers are required to stay with the bus or the team/group to be paid for the non-driving hours they are away from campus. If they choose to leave the bus and team/group and do something else in the city to which they drive, they will not be compensated for those hours when they are not with the bus or team/group.
  - No additional pay is given for miles driven.
  - Campus Services is responsible for creating and submitting time cards for the drivers.

- Reimbursement for meals:
  - Overnight Travel –
    - Can claim only actual amounts paid for food/meals.
    - Must eat “reasonably,” as if the cost of the meal is exorbitant, the full amount won’t be reimbursed
- Receipts must be submitted for reimbursement
- Guidance concerning when you can be reimbursed for a meal:
  - Breakfast – the bus leaves for overnight travel at or before 0630
  - Lunch – the bus leaves for overnight travel at or before 1100 or returns from overnight travel at or after 1400
  - Supper – the bus leaves for overnight travel at or before 1700 or returns from overnight travel at or after 1900
- One-Day Travel –
  - At the college President’s discretion, one-day travel meal expenses (breakfast and supper only) may be reimbursed when it is deemed necessary for the working conditions of the employee. Only actual amounts paid for meals may be claimed. No reimbursement may be made for alcoholic beverages. The meal can’t be incurred in the city or town in which the driver resides or the college is located.
  - The department requesting a driver is responsible for meal reimbursement. The bus driver must fill out an expense reimbursement form, complete with receipts, and submit it through the department for which they drove.

Hotel Reservation and Reimbursement for Overnight Travel:
- The team/group requesting the driver for an overnight trip is responsible for making the bus driver’s motel reservation.
- The College will reimburse the driver for the cost of their motel room if they are required to travel overnight for their work.
  - It is acceptable to have in-state motels direct bill the College for their room, if the motel is amenable.
- The bus driver must fill out an expense reimbursement form, complete with receipts, and submit it through the department for which they drove if the College is not direct billed by the motel.
- The driver will not receive any additional pay for staying overnight. Paid hours end when the bus arrives at the motel.

Bus driver responsibilities:
- Coordinate with Campus Services to find out which trips they are driving, where to sign out and pick up the “bus bag”, and where to pick up passengers.
- Fuel the bus prior to trip commencement and any other time required during the trip using the supplied Voyager Card.
- Complete a pre-trip and post-trip inspection of the bus per a Campus Services’ supplied form.
- Pick up and deliver passengers.
- Return the bus to its storage location behind the Administration building, backing it in so it faces the street.
- Sweep any dirt/dust out of the bus after all passengers are unloaded.
- Return the “bus bag” and a completed and signed time-sheet to Campus Services or the key return box.
Inform Campus Services of any traffic violations or accidents they have, whether in the bus or their private vehicle.

Coach/Trip Sponsor Responsibilities
- Make motel reservations for the bus driver if it is an overnight trip.
- Ensure passengers remain in control during the trip so that they do not inhibit the driver’s ability to safely drive the bus.
- Communicate trip details to the driver so he knows where he is supposed to be and when.
- Ensure all trash is removed from the bus by the team/group using it. The driver is only required to sweep dirt and dust from the bus.
  - If there is caked mud, trash, spilled drinks, etc. left on the bus after use, Campus Services will clean the bus and charge the responsible team/department $50.

Campus Services Responsibilities
- Receive vehicle reservations requesting the bus and try to find drivers for the trips.
- Maintain and check in and out the “bus bag”.
- Coordinate and/or perform all required maintenance on the bus (Maintenance responsibility).
- Thoroughly clean the bus once a month, if it has been used during the month (Custodial Responsibility).
- Budget for maintenance and fuel for the bus.
- Bill departments (other than athletics) for use of the bus.

Athletic Department coaches who drive the bus:
- Coaches must NEVER drive for their own team, with the following exceptions:
  - Cross Country
  - Golf
- Coaches who drive for other teams or groups are required to stay with the bus or the team/group to be paid for the hours they are away from campus. If they choose to leave the bus and team/group and do something else in the city to which they drive, they will not be compensated for those hours when they are not with the bus or team/group.