The two 29-passenger buses that Chadron State College owns are available to use for all CSC sponsored events. Athletics will have first priority for using buses, but others may use the buses on a first come, first serve basis. The use of the bus will cost 85 cents per mile. This pays for the bus driver's mileage, the fuel and the maintenance of the bus. The cost of the bus driver's meals, lodging and downtime pay (see table below) will be the responsibility of the trip sponsor hiring the bus driver.

When requesting one of the buses, the following procedures apply:

- First contact Brenda Barry-Schommer (6490) to see if the bus is available for the day in question and to obtain the list of approved drivers.
- If the bus is available on the day in question, it is the responsibility of the trip sponsor to secure the services of a driver from the pool of approved drivers. After an approved bus driver has agreed to the trip, call Brenda Barry-Schommer and the bus will be reserved in the name of the driver and the name of the group.
- The bus driver is required to maintain a driving log that will be used to determine the pay for the driver. Please attach any driver paid meal tickets, lodging receipts, and a signed request for downtime pay (to be signed by bus driver and the trip sponsor).
- The driver will be paid on a buff form (Accounts Payable Requistion) that will be accompanied by a copy of the driver's contract for services and driving log, meal tickets and lodging receipts paid by driver and the signed request for downtime pay. Whenever possible, the meals and lodging should be paid by the trip sponsor to minimize the need for drivers to expend personal funds.
- Brenda Barry-Schommer will tentatively schedule a bus over the phone. A "Request to be Absent from Campus" form must be completed five (5) days prior to the trip. The bus will not be reserved until the paperwork arrives in Brenda's office.
- It is the responsibility of the trip sponsor on campus to complete a trip slip for each trip and to place the trip slip in the bus bag which the driver has in his/her possession.

All drivers will be required to sign a "Contract for Services" and have all of the necessary requirements of operating a bus verified by Brenda Barry-Schommer. Even if the driver shows a valid license for driving a bus, they will not be allowed to operate a CSC vehicle prior to the verification process.

<u>Downtime pay:</u> Downtime will be paid according to the following table from the trip sponsor's budget. The amount of downtime will be calculated from the submitted driver's log.

Bus Driver Downtime Table

0-12 hours	\$40.00
13-36 hours	\$90.00
37-60 hours	\$140.00
61-84 hours	\$190.00
85-108 hours	\$240.00
109-132 hours	\$290.00
133-156 hours	\$340.00
157-180 hours	\$390.00

Example: If the bus driver picks up the bus at 1:00 p.m. on Monday and returns the bus to campus at noon on Friday, downtime payment would be \$240 for 95 hours. Downtime payment is in addition to mileage and reimbursement for meals and lodging.

Bus Driver Downtime Log

				Total
Date	Start Time	End Time	Activity	Hours
Totals				

Driver Signature:			 	
Trip Sponsor				
Signature:				