



Department: Transportation  
Policy Number: TRN-A005  
Effective Date: 01/16/15

## ADMINISTRATIVE POLICY

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

### SCHOOL BUS DRIVER AND AIDE COMPENSATION FOR EXTRA-CURRICULAR TRANSPORTATION

The Clarksville Montgomery County School System provides priority II and III transportation services to our schools and to local community organizations. All extra-curricular transportation is assigned to drivers and aides who volunteer for the work assignment. Drivers and aides assigned to extra-curricular activity trips are compensated according to this administrative policy.

A driver is restricted to a maximum of 40 hours of compensation per week. Any driver who has over 40 hours of compensable work in any given week is no longer eligible for extra-curricular work without the approval of the Transportation Manager.

The driver is compensated at their hourly rate of pay. The school is billed a flat rate of \$14.00 per hour for the driver and \$.80 cents per mile for the bus. Should a transportation aide also be required, the school is billed a flat rate of 25.00 per hour and \$.80 cents per mile for the bus.

The bus driver is responsible to complete trip information electronically in Trip Planner, to document times and mileage, and to have them verified by the trip sponsor. The driver's compensation is determined by the following times:

**Start Time:** the time the driver reports to his/her vehicle to perform their Daily Bus Inspection (TRN-F007) and transport the vehicle to the report location. This time is verified by the trip sponsor.

**Report Time:** the time the vehicle reports to the directed location and contact is made with the trip sponsor. This time is verified by the trip sponsor.

**Release Time:** the time the driver is released by the trip sponsor to return the bus to the authorized parking location. This time is verified by the trip sponsor.

**End Time:** the time the driver parks the bus at its authorized parking location, completes required paperwork, and ends the trip. This time is verified by the trip sponsor.

#### Compensation and Billing:

**Same Day Trips:** The driver is compensated from their authorized start point (home, complex, last school served, last bus stop served) to the report location, to the destination, while in attendance of the vehicle at the event, the return trip to the report location, and to the authorized end point. Total time is reported to the nearest quarter hour. According to CMCSS policy the school bus driver is required to be in attendance of his/her vehicle and the vehicle is to remain at the event location throughout the event unless otherwise directed by dispatch.

**Overnight (Excursion) Trips:** The driver is compensated from their authorized start point (home, complex, last school served, last bus stop served) to the report location and on to the lodging location at which time the driver is released to pursue activities of his/her own choosing and is in an uncompensated status.



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## Meals:

**Meals are always considered an off duty activity and the driver should so indicate prior to closing the trip electronically by deducting time spent eating when entering their "hours".**

**Same Day Trips:** meal reimbursement is not covered and the time spent eating is not compensated. Driving hours shall be regulated in accordance with Federal Motor Carrier Safety Regulation 49 CFR 395.3 (15 hours on duty of which no more than 10 hours are driving; 8 hours continuous off duty prior to a long trip; no more than 60 hours driving in a week).

**Overnight (Excursion) Trips:** the driver is reimbursed for the cost of meals according to the CMCSS Official Travel regulations at the appropriate rate for in or out of state travel if a meal or meals are not provided by the trip sponsor or by the facility where the bus stops to allow the passengers to eat. The meal times published in the travel regulations are also used to cover bus driver travel. If a driver misses a meal while on overnight travel the driver will indicate the meal or meals on Form ACC-F003 and the trip sponsor will verify all missed meals.

**Lodging:** The driver is provided the same or similar lodging accommodations as the trip participants and the trip sponsors. Each Driver should be provided their own private accommodations. Drivers should not have a room with trip participants, trip sponsors, chaperones, or other drivers. All lodging expenses for the driver are the responsibility of the trip sponsor.

**Compensated Time:** all time the driver spends inspecting, maintaining, cleaning and operating the vehicle, time spent in attendance of the vehicle, supervising loading or unloading of the vehicle, and time spent immediately available to operate the vehicle. CMCSS policy requires the driver to remain at the event and to be compensated for all such time.

**Un-Compensated Time:** when on overnight travel, all time when the driver is released of any responsibility for the vehicle and is free to eat, sleep, or to pursue activities of his/her own choosing.

**Driver Electronic Trip Closure:** signifies that all information on the form including times, meals, lodging, miles, and hours are accurate.

**Sponsor Electronic Trip Closure:** signifies that report and release times have been verified; the driver's hours, missed meals on overnight trips, and all information is accurate. Pre- and post-use cleanliness inspections with the bus driver have been conducted and the bus was cleaned after the trip as necessary.

**Implementing Procedures:** Requesting, Obtaining, and Processing Athletic Trips, Field Trips, and Excursion Trips Procedure ([TRN-P008](#))  
Daily Bus Inspection Checklist ([TRN-F007](#))

## REVISION HISTORY:



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<b>Date:</b>	<b>Rev.</b>	<b>Description of Revision:</b>
1/16/15		Initial Release
3/18/15	A	Add "Should a transportation aide also be required, the school is billed a flat rate of 25.00 per hour and \$.80 cents per mile for the bus" to third paragraph. Update name to Requesting, Obtaining, and Processing Athletic Trips, Field Trips, and Excursion Trips Procedure ( <a href="#">TRN-P008</a> ) in Implementing Procedures.
10/1/19	B	Paragraph 4: deleted "complete a Trip Information Form (TIF)", added "complete trip information electronically in Trip Planner", deleted "on the TIF"; Paragraph 11: deleted "on their trip sheet by", added "prior to closing the trip electronically by"; Paragraph 17: deleted "Driver Statement: signature certifies" and added "Driver Electronic Trip Closure: signifies"; Paragraph 18: deleted "Statement: signature indicates" and added "Electronic Trip Closure: signifies"; formatted header and added "(TRN-A005)" to title.

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