

# Driver Payment Guidelines

Office of Facilities Management

Arkansas Tech University

**Purpose:** These guidelines and policies define driver payment and treatment expectations when University departments or groups, herein called “the Department”, use the University Motor Pool motor coach or busses. For the purpose of this document all policies using the term “bus” also apply to the motor coach.

1. This document supplements the Motor Pool Vehicle Use Policy. All policies and procedures in the Motor Pool Vehicle Use Policy are in effect.
2. The department will be responsible for paying the driver as per applicable travel office and payroll office policies and procedures. All drivers are extra labor employees.
3. The department will provide the proposed trip/travel itinerary to the driver five working days prior to the first day of any trip.
4. The driver will be paid for all hours they are on duty or restricted to operating or monitoring the bus. On duty or restricted is defined as:
  - a. All hours when the bus is in motion or being serviced when away from the motor pool.
  - b. All hours when the bus is stopped for a break during the trip, such as restroom breaks.
  - c. All hours when the bus driver is considered on standby or her/his time is restricted to monitoring the bus. On standby/restricted time is defined as time when the bus is parked but the driver is ready to drive away at the end of an event or provide access to the bus during the event. Examples are during a game when the driver is driving for athletics or during a performance when the driver is driving for band or choir.
  - d. Meal breaks are not considered on duty or restricted. The department should allow the driver sufficient time for these breaks and not interrupt them.
5. The department will pay for the driver’s meals. The department will cover driver meal costs up to the permissible meal per diem amount authorized by the State of Arkansas.
6. The department will pay for the driver’s lodging. The driver will have a private room at the same hotel/motel the department is using. The department is required to make the necessary reservations for the driver’s lodging.