

IF-AR

Driving Payment Policy MLS Schools

Any person who drives an MLS activity vehicle with MLS students to an MLS event will be paid an hourly wage as determined by the school board. Prior administrative approval is required for any reimbursement for any staff travel to an educational activity that may include driving time (no driving time will be considered during the normal school day). Mileage reimbursement will be calculated by the ND Map Guide for total miles.

Coaches will be paid only for driving time. On an overnight trip, drivers will be paid 8 hours per day for site stays. Example 1: 2 day trip to Bismarck; Day 1- MLS will pay for (8 hours) because overnight stay, Day 2 – Total hours with a minimum paid at 8 hours-Example 2: Three or more day stay: Same as above for first day and last day. Any day in between is an 8-hour day.

A maximum of \$30.00 will be reimbursed for meals per day. The percentages allocated to each meal are 20% for breakfast (6:00 a.m. – 12:00 p.m.), 30% for lunch (12:00 p.m. – 6:00 p.m.) and 50% for dinner (6:00 p.m. – 12:00 a.m.). These percentages are based on State and CTE rates. If the district feeds a team, driver(s) will be included.

After each trip, the driver may add up to one hour to their final time provided the following items are completed. The bus is ready for the next trip which means the bus is: “Clean, fueled, and checked”. The District expects coaches and students will pick up most of the garbage and the driver will finalize.

End of Mohall-Lansford-Sherwood School District #1 IF-AR- Adopted: 10/2018