Revised July 2024

ACTIVITY TRIPS~ Pay Rate Schedule

Driver Pay Schedule

Day Trips

$20.00 per hour (driving time)

$10.00 per hour (downtime)

Overnight Trips

$300.00 per day

Program pays hotel & food expenses

Fuel Charges (no change)

$25.00 Minimum trip charge

.75 Charge per mile

PLEASE NOTE:

- Drivers are paid $20.00 per hour for driving time, $10.00 per hour when staying at the site for return trip.
- Hours should be calculated to the nearest ¼ hour. If the driver leaves and returns later, hours are determined based on actual trip time.
- The estimated driver fee must be pre-approved and agreed upon by all parties prior to the trip.
- In/Out of Parish, Full/Half day are no longer factors.
- Drivers are not to be paid directly; driver's pay must be processed through the payroll system.
    - This includes the Booster Club.

❖ **All trip cards will be turned in directly to the school unless Transportation set up the trip and directs you otherwise.**

- Trip cards will no longer be turned in to Transportation unless directed to do so.
- Trip cards must have all approval signatures and required information when received from the school.
- Please use FULL employee ID number; do not use SSN. This includes substitutes.
- Incomplete or incorrect cards will be returned to the school and processed the following month.

~CONTINUED ON BACK~

BOOKKEEPERS:

Please be sure to double and triple check the funding source on the trip card. If the funding source is incorrect, the school will be responsible to obtain a refund from the source that should have been billed. Transportation will not re-bill trips that are incorrectly billed due to an incorrect funding source on the card. If no funding source is indicated, the school will be billed by default.

Please email a copy of all trip cards to Bridgette Greer on payroll cut-off day. Bridgette will confirm that she received them. You may keep the original for your files.

You will receive one statement each month which will include payroll and fuel costs. Please do not send individual checks per activity trip; wait on your statement and send one check for driver pay and one check for fuel.

Send the actual checks to **Central Office: Mary Perry/Erica Christianson.**

E-mail or fax a copy of the fuel payment to **Transportation/Bridgette Greer**.