

VAN DRIVER FOR EDUCATIONAL STUDIES PROCESS AND PROCEDURES (10/30/18)

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Meghan Browne: Public Safety, van certification: mhartle1@swarthmore.edu

Step 1: You must be van certified. If you are certified for the current year, skip to Step 2. If not, please follow these steps. **Start the process immediately:** there are often many students on the wait list for a road test.

- We will send your name to Public Safety, indicating that we want you to drive for us. Look for an email providing a link for an on-line van safety **webinar**; complete webinar ASAP.
- At the same time, also complete the [Van Driver Authorization Form](#) and turn it in to [Meghan Browne](#) at Ben West (Public Safety). If your driving record is free from any major offense, including moving violations, for three consecutive years, you will be able to move forward with the van certification process.
- Once your webinar is complete and your form is turned into Public Safety, contact [Meghan](#) to schedule an appointment to take your driving test during business hours. If you don't hear a response, please follow-up again until you have your road test scheduled. After completing your road test, before leaving Ben West, make sure to have your Swat ID card scanned into Public Safety's van checkout system.
- Once you are van certified, immediately email cdunn1@swarthmore.edu and rkrauss1@swarthmore.edu, so that they can start the process of reserving a van for you and putting you on the gas list at Bob's Mobil.

Step 2: You must be on our payroll records before driving. If you are observing at a school, you will be paid for your driving time and any time you spend completing the van certification process. Drivers, who are not doing a placement at the school and who must remain for pick up, are paid from the time the van is picked up until the van is delivered back to Ben West. Instead of emailing me their data, shall we ask them to fill out the application through JobX? If they do that, we'll have all of this information and know if all of their paperwork is done. If we decide to hire them, doing it through the portal ensures they have a time sheet.

Email [Ruthanne](#) that you would like to be paid as a van driver. Include:

- your ID number,
- cell phone number
- whether you have worked another job at the College

If you have **not** worked for the College before, you will need to complete the following required forms in order to be paid. Van drivers are paid at the second tier of student wages.

- I-9 Form: This form confirms your eligibility to work in the United States.
- W-4 Form: This form determines how much federal tax to withhold from your wages.
- Direct Deposit Authorization Form: This form determines where your payroll will be deposited. All students must sign up for Direct Deposit as a condition of employment.

These forms should be completed before you begin driving, if you want to be paid! You may complete your hiring forms anytime from 8:30 am -4:30 pm, Monday through Friday, in the Payroll Office, located at 101 S. Chester Road, Suites 105 and 108. Look for the big office building on the far side of the traffic circle in Swarthmore.

You will access your timesheet via the "mySwarthmore" website. Please review the Swarthmore Web-Time Entry Guide for further instruction on how to complete your timesheet.

NOTE: Hours should be entered each day as you work them, not at the end of the two-week payroll period.

Step 3: Process for van authorization/pick-up.

- Your van request will be submitted by either Cathy or Ruthanne.
- Once a van has been assigned, they will email you your van number and the details of the run, such as the phone numbers of your passengers, departure times, etc.
- **To pick-up the van, you must have your College Identification card** for scanning into the system.
- You will obtain keys from Public Safety in **Ben West House** and then walk across the street to the small Cunningham Field Lot on Chester Road/College Ave to get your van from the lot. You will sign-out the van from Public Safety, as well as keep track of your van mileage in a second binder that goes out and back in the van.
- Allow extra time to scrape van if there might be ice/frost.

Step 4: Purchasing gas at the end of your run (unless tank is full)

- You must fill up the gas tank after your trip, unless Cathy tells you to skip this step.
- We have set up an account for your gas expense for driving the van for Educational Studies. This should save you the trouble of filling out reimbursement forms and using your own money. The gas station is **Bob's Mobil**, on the corner of Sproul Road and Baltimore Pike across from Target. Just tell the cashier you are filling up for the Department of Educational Studies, Swarthmore College, and show them your Swat ID. **Give them our Account Number 2035.** They will check the vehicle with a list of our vans and numbers, and you are good to go. Save your receipt and send to me through College mail, with your name written at the top.
- If, for some reason, you purchase gas elsewhere, save receipts and fill out a reimbursement form, which you can pick up in the Educational Studies office, and submit.

Step 5: Returning the van

- After you fill up the gas tank, return the van in same lot (Chester Road and College Ave).
- Complete the driver's log in the van's folder, recording the odometer readings and mileage.
- Ensure that the van is left clean and report any irregularities/damages immediately. Failure to fill up the gas tank and/or fill out the driver's log will result in a fee twice the value of the estimated mileage. Make sure all doors are locked.
- Please check van for trash at the end of your run; you will be charged a \$10 fee if van is returned with trash.

Making Changes to your van run

- If you need to make changes, please contact Cathy Dunn with several days notice, when possible. It usually takes time for the van coordinator to process changes.

Bad weather and passenger absences

- If you feel the driving conditions are unsafe, please contact your passengers directly.
- Remind your passengers that they must always contact you directly if they are ill or if their school is closed due to weather conditions or for other reasons.

College Policy if you have an accident, are towed, or are ticketed

Call Public Safety at 610-328-8333 if you need immediate help or have a problem such as a flat tire. Also, let Cathy Dunn know if you have an issue. College policy does not allow for reimbursement to staff, faculty, or students when a ticket or moving violation is issued while on College business. All members of the College community are expected to obey all traffic laws while representing the College on business. If you have extenuating circumstances, please contact your professor or Educational Studies AA.