

VAN DRIVER FOR EDUCATIONAL STUDIES PROCESS AND PROCEDURES (04/22/22)

Contacts:

Payroll Questions: Academic Assistant for Ed. Studies

Van Scheduling Questions: Cathy Dunn, Ed Studies placement coordinator

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

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.

Insurance

You should not drive your personal vehicle to field sites since the College's car insurance policy will not cover you if you were to have an accident. If you are driving a College vehicle, you are covered by the College's policy.

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 any sort of issue.

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

- Cathy will send your name to Public Safety, indicating that Ed Studies would like you to drive for us. Look for an email from the van certification office, providing a link for an on-line van safety **webinar**; complete webinar ASAP and any other forms that are sent to you.
- Once your webinar and any other forms are completed, contact [Meghan](#) to schedule an appointment to take your road driving test during business hours. If you don't hear a response, please follow-up again until you have your road test scheduled. In spring 2022, students driving minivans or smaller vehicles were not required to do the road test but it was required for anyone driving a 10-passenger van.
- After completing your road test, before leaving Public Safety, 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 the educational studies academic assistant, so that they can start the process of reserving a van for you and getting you on payroll.

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.

Email the Ed Studies Administrative Assistant that you would like to be hired as a van driver. The Admin will request your hire through JobX. Once you receive notification from SEO that you are being hired, **you must "accept" the position** before your Van Driver timesheet will be available to you.

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 reservation requests will be submitted by Cathy. Do not contact fleet management to arrange your own Ed. Studies requests- all requests go through Cathy.
- Once a van has been assigned, you will get an email with you your vehicle assignment and the details of the run, such as the dates, phone numbers of your passengers, departure times, directions on how to get gas if needed, 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.
- Allow extra time to scrape van if there might be ice/frost.

Step 4: Returning the van

- Fill the tank with gas if you have time and especially if the tank is low.
- Please check van for trash at the end of your run.
- Ensure that the van is left clean and report and irregularities/damages immediately. Make sure all doors are locked.
- Return keys to Ben West/Public Safety.

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.