

## VAN DRIVER FOR EDUCATIONAL STUDIES PROCESS AND PROCEDURES

**Contacts:**     **Kae Kalwaic:** AA, kkalwai1, x8344, Pearson 221  
                  **Van Coordinator:** vanreq@swarthmore.edu  
                  **Cathy Dunn:** Placement Coordinator: cdunn1

**Step 1: You must be on our payroll records before driving.** Students are paid from the time the van is picked up until the van is delivered back to Ben West. Van drivers are paid at the second tier of student wages.

Email Kae Kalwaic that you would like to be hired 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:

- 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 must be completed before you begin driving!

You may complete your hiring forms anytime from 8:30 am -4:30 pm, Monday through Friday, in the Payroll Office, located in Pearson Hall, Garden Level, Room 003.

You will be able to 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 2: You must be van certified.** If you are certified, skip to Step 3. If not, please follow these steps.

- Take your driver's license to Ben West. Public Safety does a background check on your license. The process can take a few days.
- While there, make an appointment for taking your driving test.
- Some students prefer to practice with the van before taking it out with passengers. Make any of those arrangements.

Let Kae Kalwaic and Cathy Dunn know that you have passed your test.

**Step 3: Process for van authorization.**

- The Department AA will fill out an authorization form (from information sent from the Placement Coordinator) and send it to the Van Coordinator, who will sign the form and assign a van number.
- This form will then be emailed to both you and Education AA and will have all the information regarding dates, times, driving destination.
- You may obtain keys from **Ben West** only upon presenting this signed form.

**Step 4: Filling out and submitting the authorization form back to Van Coordinator.**

- After returning the van, you must retain and fully complete the form, including times and odometer readings.
- Fill up the van with gas – vans should be kept with full gas tanks - park the van in the Field House parking lot and return the keys to Ben West. Ensure that the van is left clean and report and irregularities/damages immediately. Gas money will be reimbursed by Educational Studies. (See Step 1)
- Return the completed form to the Van Coordinator (Chris Shea '12). Failure to do so will result in fines. Turn in (1) to hanging file holder outside the SBC office, Clothier 213, (2) email to Van Coordinator ([vanreq@swarthmore.edu](mailto:vanreq@swarthmore.edu)), or (3) campus mail to Chris Shea '12.

**Step 5: Purchasing Gas**

- You must fill up the gas tank after your trip.
- 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 LUKOIL, 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. 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.

*Sample Form:*

Name of Van-Certified Driver(s)\*:

Contact Phone Number of Driver\*

Student Group/Organization or Department\*: Dept of Educational Studies

Account No.:

Van Number: \_\_\_\_ (leave blank for Van Coordinator)

Destination (name, street address, city, state):

Date & Time Out\*:

Date & Time In\*:

Odometer Reading Out: \_\_\_\_\_

Odometer Reading In: \_\_\_\_\_

Total Mileage: \_\_\_\_\_

Notes :