

To: Campus Community

From: Sandra Flake, Provost and Vice President for Academic Affairs
Lori Hoffman, Vice President for Business and Finance

Subject: Announcement of Rate Changes for Bus Fleet

The President and the Cabinet have recently completed a review of the University's bus fleet operations and have approved rate changes to help offset the increase in fuel costs and other operational program needs. These new rates will apply to both Academic and Non-Academic trips, and will be **effective August 25, 2008**.

The fleet will continue to consist of three buses. As many of you know, at the beginning of 2008, the University was required to retire two of its three buses. However, the Division of Academic Affairs and the Division of Business and Finance each purchased a bus to replace the retired buses. The new buses will arrive in July and will be available for service soon after they arrive.

The bus mileage rate has not changed in several years, while other costs (most notably fuel) have continued to increase. The University reviewed a proposed rate that included fuel, maintenance, repair, replacement, and overhead costs and concluded that it would be too expensive to fully implement at this time. Accordingly, the President and the Cabinet decided to adjust the **mileage rate from \$1.29 to \$1.88/mile effective August 25**. This rate was reduced from the proposed rate by removing the replacement costs for the buses. The goal is that the two newly purchased buses will carry us through this tough budget cycle, after which the University can reassess replacement options.

The hourly rate for bus drivers is currently billed at \$20/hr. Also on August 25, the hourly rate will be adjusted to \$24.75/hr to include costs related to the driver's compensation and benefits. Please see the tables in the attached document for detailed information regarding the billing policy for drivers (posted below for your convenience).

Finally, the Vehicle Reservations (VR) Office is pleased to announce the implementation of a fleet management software program. This software program consists of two parts. The first part is an on-line trip request function. Business and Finance Technologies, in coordination with Information Resources, is currently building the on-line request forms and our goal is to eliminate as much input effort as possible for our trip requestors. The second part of the software will assist the VR Office with scheduling, maintenance, and billing. The two parts of the software combined will work together to eliminate the paper CAFs previously required for bus operations. As the software is implemented, the VR Office will develop a training program for the campus and offer multiple training sessions to ensure the campus community is familiar with the new procedures. Our target date for the system being operational is August 25, 2008. The VR Office will continue to accept paper CAFs through the Fall Semester with a complete transfer to the new on-line request by December 19, 2008.

If you have questions, please contact Vehicle Reservations at ext. 6117.

**Billing Policy for Bus Drivers
Effective August 25, 2008**

Day trips

Driver Rate	Prep and Recovery	Trip Time	Total Driver Time Billed*
\$24.75/hr	1 hour	Based on leaving the University and returning to the University	Prep and recovery plus trip time

*Total time billed will be the minimum of three hours.

Overnight trips

Driver Rate	Prep and Recovery*	Driving Time	Time Billed for Non-driving Hours**	Total Time Billed	Per diem and Lodging	Total Expenses Billed
\$24.75/hr	1 hour	Based on driver log book hours	A minimum of 8 hours for each day out of town	Prep and recovery plus Driving Time plus Non-Driving Hours (+)	Standard per diem rates and lodging (with traveling group or at comparable location)	Total time billed plus per diem and lodging (+)

*One hour will be billed for each day the bus is carrying passengers.

** Includes incidental driving at the destination.

(+) If applicable.