

INSTRUCTIONS FOR HIRING RECRUITED STUDENTS AS DRIVERS FOR FIELD LABS

All new student hires must complete the necessary HR/Payroll paperwork AT LEAST ONE WEEK PRIOR to beginning work and/or driving.

Student Driver Requirements:

- **Must be at least 21 years of age, have a valid Driver's License and at least 2 years of driving experience.**
- **Must be an employee of the University.**

*Students already on payroll do not have to complete the payroll new hire paperwork. To expedite the process, you may recruit students who are already employed by the University, and working less than the maximum allowed 20 hours/week.

1. Student must complete Driving History Review Form.

- Please distribute the forms to the minimum number of students who you will need to drive. If your student notifies you with short warning that they are unable to drive, and you do not have an alternate driver available, please check with other TA's to assist with replacement.

2. Contact the designated faculty member with the names of the students you are requesting to drive, the first date each will be driving, and provide them with the completed Driving History Review Forms. The department HR Generalist should keep the Driving History Review form on file for the current semester.

3. Once approval is received from the faculty member to hire the student, TA should e-mail Rachel Short (rbs2n@virginia.edu), HR Generalist, with the student's name, e-mail, course number, and lab field date.

Rachel will notify the student and TA with any new hire paperwork that is required.

- If the student is already on payroll, Rachel will confirm their current active assignment(s) are not in excess of 20 hours/week, and will verify their personal information is up to date (i.e. address, phone).
- New student hires will be notified by Rachel for required paperwork.

PLEASE notify Rachel AT LEAST ONE WEEK prior to students first driving date. This will allow sufficient time for students to gather any required documents needed to process their new hire paperwork (i.e. passport, SS card)

4. You will receive an email from Rachel when your student has been cleared to drive. If you do not receive an email prior to the first driving date for the student, then the student has not completed the process and is not cleared to drive.

Students are paid \$9/hr, two hour maximum per trip, for the hours they drive. They will enter their hours worked into Employee Self Service (SSTL) and the faculty member for the class will approve their hours online.

If any questions come up, please don't hesitate to contact Rachel at 924-7763 or rbs2n@virginia.edu.

Note: TAs are already on payroll and so are not paid additional money to drive; however, TAs who will be driving an 11-passenger van must complete an authorization for UHR to run a DMV check.

DMV authorization forms can be obtained from Rachel Short.