

INVOICE

Date: _____

To: _____ (Group Sponsor)

From: _____ (Driver)

This invoice is for the fee charged in driving the Carson-Newman College Bus requiring a Commercial Drivers License (CDL). The bus requires a CDL with a "P" endorsement and all drivers and scheduling of the bus must go through the Director of Safety & Security at Carson-Newman College.

All drivers are required to have their license, medical card, and proof of insurance on them while driving the Carson-Newman College Bus. All drivers are also required to perform the pre and post trip inspection of the Carson-Newman College Bus and document any problems or potential problems they find or see with the bus, they may also call and inform the maintenance department of those issues as well.

Carson-Newman College agrees to provide monetary payment in the amount of \$10 an hour or \$ _____ for trip which has been agreed upon by the sponsor (signature) _____ representing _____ (Department/Team) at Carson-Newman College. Each invoice must be turned into Ms. Becky Boatright with account numbers provided to complete the invoice payment requirements for each driver.

Drivers Name: _____ Send payment to: _____

Sponsor responsible for trip: _____

Account number for payment: _____

Department/Team representing: _____

Payment for this trip in full whether hourly or set payment is \$ _____ amount. Both driver and sponsor must sign before any payment is final.

Sponsor: _____ (signature)

Driver: _____ (signature)

I have approved of this trip and driver _____ (Director of Safety & Security).
MUST BE SIGNED BY SAFETY & SECURITY DIRECTOR BEFORE LEAVING CAMPUS GROUNDS IN BUS