

XXXXXXXXXXXXXXXXXXXX, XXX.

PERSONAL CONVEYANCE POLICY

It is xxxxxxxxxx policy to follow all FMCSA guidelines when using "personal conveyance" in any of our motor coaches. Below is the "guidance" from 49CFR part 395.8 in regards to when and how personal conveyance can be used.

If a driver is permitted to use a Commercial Motor Vehicle (CMV) for personal reasons, how must the driving time be recorded?

If a driver is relieved from work and all responsibility for performing work, time spent traveling from a driver's home to his/her terminal (normal work reporting location), or from a driver's terminal to his/her home, may be considered off-duty time. Similarly, time spent traveling short distances from a driver's en route lodgings (such as en route terminals or motels) to restaurants in the vicinity of such lodgings may be considered off-duty time. The type of conveyance (bus as opposed to a car) used from the terminal to the driver's home, from the driver's home to the terminal, or to restaurants in the vicinity of en route lodgings would not alter the situation unless the vehicle is laden. A driver may not operate a laden CMV as a personal conveyance. The driver who uses a motor carrier's Commercial Motor Vehicle (CMV) for transportation home, and is subsequently called by the employing carrier and is then dispatched from home, would be on-duty from the time the driver leaves home. A driver placed out of service for exceeding the requirements of the hours of service regulations may not drive a Commercial Motor Vehicle (CMV) to any location to obtain rest.

The criteria that need to be met before a driver will be allowed to use a bus for personal conveyance:

- 1) The bus must not be carrying passengers (laden)
- 2) The driver must not be operating "under dispatch." Meaning, the driver cannot be on his way to a pick up point, starting a trip from home or a hotel or attempting to find a parking spot in a city
- 3) The distance and travel time must be relatively short
- 4) The driver must record the p.c. mileage separately, either by logging "personal conveyance" on Saucon or by splitting the miles on a paper log.
Example: Total miles driving today: 200, total mileage today: 200 + 5 PC = 205
- 5) A driver may, in some occasions and with proper approval, use personal conveyance if they are taking a bus home the day(s) before a trip and leaving their personal vehicle at the terminal. This will take into exception the direction of travel and drivers residence. xxxxxxxxxxxxxxxxxxxx Personal Conveyance Policy is not designed to, nor will it allow for, the shortening of trip distance or driver time by staging at a point or residence closer to the destination while under "personal conveyance."
- 6) The driver must always have authorization from a company official to operate under "personal conveyance"

Dated: _____

Print Name: _____

Signature: _____