



INTEGRITY STUDENT TRANSPORTATION SERVICES, LLC EMPLOYEE PAYROLL SCHEDULE

All time sheet pays periods run from Monday to Sunday with the pay date typically the first Friday of the following week. Any trip that is pre-paid by the customer or Part-Time – Permanent (School Route) Bus Operators will typically be paid on this schedule. The following chart outlines the trip payroll schedule in detail. If you have any questions, please contact the General Manager. Employees are not allowed to sign up for trips based upon frequency of pay. Failure to follow this procedure will result in termination of employment with Integrity Student Transportation Services, LLC.

TYPE OF TRIP	RATE OF PAY	SCHEDULED PAY DATE*
UNIVERSITY OF SOUTH CAROLINA ATHLETICS	HOURLY RATE	THE FIRST FRIDAY ONCE FUNDS ARE DEPOSITED UP TO THIRTY DAYS (30) FROM THE DATE OF THE TRIP
COLUMBIA AREA PAROCHIAL SCHOOLS	HOURLY RATE	ALL TRIPS DRIVEN IN THE MONTH WILL BE PAID THE FIRST FRIDAY ONCE THE CHECK IS RECEIVED FROM THE SCHOOL. THIS IS TYPICALLY THE FIRST WEEK OF THE FOLLOWING MONTH
PUBLIC CHARTER SCHOOLS/PRIVATE SCHOOLS	HOURLY RATE	THE FIRST FRIDAY ONCE THE CHECK IS RECEIVED FROM THE SCHOOL
GREEK LIFE, WEDDING, OR ANY EVENT WHERE ALCOHOL IS SERVED.	\$150.00 PER TRIP	THE FIRST FRIDAY OF THE FOLLOWING WEEK
ALL OTHER TYPES OF TRIPS NOT LISTED ABOVE	HOURLY RATE	THE FIRST FRIDAY OF THE FOLLOWING WEEK

***All scheduled pay dates are based on the receipt of timely payments from customers. Pay dates may be delayed if customer payments are delayed.**