South Shore Regional School Board
BUS DRIVER ADDITIONAL TIME REPORT - TRANSPORTATION DEPARTMENT

Employee Information: Last Name _____ First Name _____

Date (MM/DD/YY)		Actual time of day you are claiming (ex: 9:00 am – 10:00 am)	Hours Claimed	Rate 1 1.5 2	Total Hours (Hrs Claimed X Rate)	Total Hours Paid/Day	Reason	Regular Driver's Name	Bank Time Yes or No
	Sun.								
	Mon.								
	Tues.								
	Wed.								
	Thurs								
	Fri.								
	Sat.								

Note:
- For clarification of additional time, see reverse
- Please record full time worked. If you drive less than 5 hours time will be deducted where applicable.

Employee Signature:_____ Date:_____

Supervisor Signature:_____ Please fax to dispatch: 541-8255

This form is only used for South Shore Regional School Board Bus Drivers claiming additional time.

Article 19.2(b) explains: "The Bus Driver's standard times includes a total of forty-five (45) minutes per day for daily inspection, safety checks, clean up and washing of bus, and transport to bus garage for regular maintenance."

(1) Additional time will be paid for the following regardless of the hours calculated following Article 19.2(b)
- URB Inspections including travel time to and from garage
- Vehicle Breakdowns including travel time to and from garage
- School trips (Note: For drivers who do not complete their regular run, the standard time will be deducted.)
- Bus Services will be compensated for wait times in excess of 1 and ½ hours

(2) Additional time will be paid if the following extends your standard time as calculated in Article 19.2(b).
- Bus evacuation practices
- Early dismissals where the early dismissal means extra driving time
- Meetings (except for employee disciplinary matters) called by transportation management or school administration
- Rerouting caused by construction that continues for more than 2 weeks will be compensated.

Please note: for those drivers whose standard time (as calculated on their time and meterage form) is less than five hours, the difference between five hours and the standard day will be subtracted from the additional time claimed.