



**Bus Driver Additional Time Report– Transportation Department**

**Driver Name:** \_\_\_\_\_

<b>Date</b>	<b>Time of Day (Ex 0900-1100)</b>	<b>Hours Claimed</b>	<b>Reason</b>	<b>Regular driver's name</b>	<b>Bank Time Yes or No</b>

**Employee Signature:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please submit to dispatch. This form is only used for SSRCE Bus drivers claiming additional time.**

- **Article 19.2(b) states “The bus driver’s standard times include a total of 45 minutes per day for daily inspections, safety checks, cleaning and washing of bus and to transport the bus to the garage for regular maintenance.**
- **Additional time will be paid for the following regardless of the hours calculated (19.2(b))**
  - URB Inspections**
  - Vehicle Breakdowns**
  - School trips (Note: For drivers who did not complete their regular run the standard time will be deducted)**
  - Bus Services for wait times in excess of 1.5 hrs**
- **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 discipline) called by Transportation Management or School Admins**
  - Rerouting due to construction that continues for more than two weeks will be compensated**