



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

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

Date	Time of Day (Ex 0900-1100)	Hours Claimed	Reason	Bus Number	Bank Time Yes or No

**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**

**Please Note: For those drivers whose standard time is less than five (5) hours the difference between 5 hours and the standard day will be subtracted from the additional time claimed.**