



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.***