

SCOTT VALLEY UNIFIED SCHOOL DISTRICT
Bus Driver Hourly Timesheet

Name _____

Month/ Year _____

Home to School

| Day | 1st Start Time | 1st End Time | 2nd Start Time | 2nd End Time | 3rd Start Time | 3rd End Time | Routes, Shop time, Holidays, Absences, | | Field Trip | | Notes | TOTAL | Day |
|-----|----------------|--------------|----------------|--------------|----------------|--------------|--|-----|------------|-----|-------|-------|-----|
| | | | | | | | NML | OT1 | NML | OT1 | | | |
| 1 | | | | | | | | | | | | | 1 |
| 2 | | | | | | | | | | | | | 2 |
| 3 | | | | | | | | | | | | | 3 |
| 4 | | | | | | | | | | | | | 4 |
| 5 | | | | | | | | | | | | | 5 |
| 6 | | | | | | | | | | | | | 6 |
| 7 | | | | | | | | | | | | | 7 |
| 8 | | | | | | | | | | | | | 8 |
| 9 | | | | | | | | | | | | | 9 |
| 10 | | | | | | | | | | | | | 10 |
| 11 | | | | | | | | | | | | | 11 |
| 12 | | | | | | | | | | | | | 12 |
| 13 | | | | | | | | | | | | | 13 |
| 14 | | | | | | | | | | | | | 14 |
| 15 | | | | | | | | | | | | | 15 |
| 16 | | | | | | | | | | | | | 16 |
| 17 | | | | | | | | | | | | | 17 |
| 18 | | | | | | | | | | | | | 18 |
| 19 | | | | | | | | | | | | | 19 |
| 20 | | | | | | | | | | | | | 20 |
| 21 | | | | | | | | | | | | | 21 |
| 22 | | | | | | | | | | | | | 22 |
| 23 | | | | | | | | | | | | | 23 |
| 24 | | | | | | | | | | | | | 24 |
| 25 | | | | | | | | | | | | | 25 |
| 26 | | | | | | | | | | | | | 26 |
| 27 | | | | | | | | | | | | | 27 |
| 28 | | | | | | | | | | | | | 28 |
| 29 | | | | | | | | | | | | | 29 |
| 30 | | | | | | | | | | | | | 30 |
| 31 | | | | | | | | | | | | | 31 |

Signed time sheets are due at the district office on the first work day of the month to be paid on the last day of the month for time worked in the prior month. **EXAMPLE: August time sheets need to be turned in on September 1st to be paid on September 30th.** It is the EMPLOYEE'S RESPONSIBILITY to see that time sheets are turned in in a timely matter. **Late time sheets will be paid on the next regular payroll.**

| Home to School | | Field Trip | |
|----------------|-----|------------|-----|
| NML | OT1 | NML | OT1 |
| | | | |

| Total Hours |
|-------------|
| |

Employee Signature _____ Date _____

Transportation Supervisor _____ Date _____

For District Use

| | | | |
|---|------------------------------|------------------------------------|--|
| Substitute codes: 01-7230-0-2270-0000-3600-006 01-7230-0-2970-1810-1050-006 | 01-7230-0-2200-0000-3600-006 | Home to School Lump | |
| | 01-7230-0-2200-0000-3600-006 | Home to School +/- Lump Adjustment | |
| | 01-7230-0-2200-0000-3600-006 | H to S OT1 | |
| | 01-7230-0-2900-1810-1050-006 | Field Trip | |
| | 01-7230-0-2900-1810-1050-006 | FT OT1 | |
| | | Total Hours | |