FORT LA BOSSE SCHOOL DIVISION

SPARE BUS DRIVERS TIME SHEET

NAME: _____

For the Month of: _____ **20** _____

I drove for the following drivers on the dates listed below:

Admin only columns

Date	AM PM	Regular Driver	Reason for Absence	Time	Daily Rate

It is the responsibility of the regular driver to get the bus to the spare driver for unpaid leaves of absence.
Mileage will only be paid for paid leaves of absence.

Date: _____ Mileage to Pick up Bus @ .41/km _____

Date: _____ Mileage to Pick up Bus @ .41/km _____

Date: Hours driven out of catchment area for spare driver for a regular driver _____

Date: Hours driven out of catchment area for spare driver for a regular driver _____

Spare Driver Signature: _____

Supervisor of Operations: _____

Note: This form must be completed in its entirety before it can be approved and paid. This form should be forwarded to the Division Office by the 15th and 30th of each month to be included in the current month pay period.