

TIMECARD

BUS DRIVER – Substitute

NAME: _____

WEEK OF: _____ TO _____

SITE: _____ REGION: _____

- A 1 - Driving Bus
- C 2 - Bus Maintenance
- T 3 - Documentation
- I 4 - Planning
- V 5 - Meetings
- I 6 - Training
- T 7 - Other

** Remember: note hours in activity (numbered) columns.*

DAY	DATE	IN	OUT	IN	OUT	IN	OUT	*	*	*	1	2	3	4	5	6	7	TOTAL	
Sunday																			
Monday																			
Tuesday																			
Wednesday																			
Thursday																			
Friday																			
Saturday																			
							Total												
								*	*	*	1	2	3	4	5	6	7		

To the best of my knowledge I certify that this timecard is accurate and complete. I understand that false information on this timecard is reason for dismissal.

Employee: _____

Supervisor: _____