



Rankin County  
School District

TRADITION OF EXCELLENCE

## RANKIN COUNTY SCHOOL DISTRICT BUS DRIVER TIME REPORTING

Employee \_\_\_\_\_

SS# \_\_\_\_\_

Month / Year: \_\_\_\_\_ School: \_\_\_\_\_

The above employee drove \_\_\_\_\_ days of the \_\_\_\_\_ total available days.

The employee did not drive \_\_\_\_\_ days during this period.

The dates that the employee did not drive were: \_\_\_\_\_

DATE	FULL / HALF DAY	SUBSTITUTE NAME

The employee's average time per day of working as a bus driver is \_\_\_\_\_ hours.

(ROUND TO NEAREST QUARTER OF AN HOUR)

The employee drives from \_\_\_\_\_ AM to \_\_\_\_\_ AM

and from \_\_\_\_\_ PM to \_\_\_\_\_ PM

\_\_\_\_\_  
Bus Driver's Signature

\_\_\_\_\_  
Transportation Director's Signature