

GCPS Reimbursement Request for Bus Drivers' License Renewal

This form may be used to request reimbursement for the cost of renewal licenses (with both P and S endorsements) for regular bus drivers. Requests for reimbursement for replacement licenses are also acceptable if the purpose of the renewal is to add a required endorsement. Initial bus licenses are a condition of employment and are **not** eligible for reimbursement. When a new bus driver is hired, the recommending school may choose to reimburse the driver for licensing fees with school funds. Once the driver has completed a year with the system, he/she may request the same reimbursement that our current, experienced drivers receive. GCPS will honor the request with proper documentation and proof of at least 40 hours of driving time during the first year. If the driver has already been reimbursed by the school, GCPS will reimburse the school instead of the driver.

Drivers must attach the following required documents to this request before submittal:

- 1) Photocopy of the renewed license
- 2) Photocopy of the receipt from DMV

To be completed by school principal or designee:

Driver's full name _____

Base School _____ Date of reimbursement request _____

Note: Drivers must meet the minimum driving requirements outlined below in order to qualify for reimbursement.

_____ **1. This driver is a permanent driver (drivers who work only morning or afternoon routes meet this definition).**

OR

_____ **2. This driver is a substitute bus driver or paid coach who drove at least 40 hours during the previous school year and will drive at least 40 hours during the current school year.**

Principal or designee's signature recommending this reimbursement:

_____ Date _____

Table of Allowable Reimbursements

Five-Year License Renewal	Total cost: \$150.00	Less the Cost of Regular NC Driver's License per year for term of renewal.	Allowable Reimbursement Amount \$121.50
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Forward this request to Transportation Crew Lead, Harry Wilkins for approval after completing the information above and attaching required documents. Please allow three weeks for reimbursement. **Make and keep a copy of all documents before sending them to the Central Office.**

Office Use Only

Verification from the Transportation Crew Lead that this license renewal met all of the requirements for GCPS reimbursement _____

Cost of License with P endorsement _____
 Less the \$5.50 per year cost of regular license renewal charge (if applicable) _____
 Total amount approved for reimbursement _____

Submitted to the Finance Office for reimbursement on: _____

Approved: _____ Date: ____ _

This form can be found on the GCPS website under >Departments >Auxiliary Services >Transportation Forms or >Departments >Transportation >Forms.