



Somerset Hills School District

 **BUS DRIVERS TIMESHEET** 

Name: _____

Date: _____

BUS DRIVERS: *MUST circle one

- Regular Bus Run
- Athletic Bus Run
- Maintenance Run
- ESY

***PLEASE COMPLETE ONE TIME SHEET FOR EACH TYPE OF WORK COMPLETED**

Work Type: _____ **Rate: \$** _____ **Total Amount: \$** _____

Date(s)	Time-In	Time-Out	Total Hours	Rate	Total
Description					
Description					
Description					
Description					
Description					
Description					
Description					
Description					
Description					
TOTALS					

Please sign and return this completed form to your Supervisor for signature. Timesheets will be forwarded to the School Business Administrator for processing.

Employee's Signature

Supervisor's Signature