

REVISED TRANSPORTATION - BUS ROUTE SPLIT FORM

TO ALL CALCASIEU PARISH SCHOOLS AND ORGANIZATIONS:

1. PLEASE DO NOT COMPENSATE DRIVERS FOR ROUTE SPLITS. TRANSPORTATION WILL PROVIDE ALL NECESSARY DOCUMENTATION TO PAYROLL FOR DRIVER COMPENSATION.
2. When carrying additional passengers exceeds the seating capacity of the bus, as stated by law, the drivers shall complete their regular route, then return for a 2nd load to accommodate the students of the route split.
3. Please give a copy of this to your payroll clerk so they can record the bus driver's absence.

Thank you,

STUDENTS WHO NORMALLY RIDE BUS NUMBER _____
 DRIVEN BY: _____ CONTACT NUMBER: _____
 SIGN IN SCHOOL: _____
 SCHOOLS SERVED: _____
 EFFECTIVE THESE DATES: _____

REASON FOR ABSENCE: Please check the correct box for your situation

- | | | | |
|------------------------------------------------------------|------------------------------------------------|---------------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Personal Illness | <input type="checkbox"/> Family Illness | <input type="checkbox"/> Personal Business | <input type="checkbox"/> Workers Compensation |
| <input type="checkbox"/> Professional Development | <input type="checkbox"/> Death in the Family | <input type="checkbox"/> School Related Business | <input type="checkbox"/> Extended Sick Leave |
| <input type="checkbox"/> Other (<i>Jury Duty, Court</i>) | <input type="checkbox"/> LWOP (<i>Other</i>) | <input type="checkbox"/> Leave With Pay(<i>Other</i>) | <input type="checkbox"/> Mechanical-(No Absence) |

WILL RIDE THE FOLLOWING BUSES:

Driver Name	
Bus Number	
Cell Number	
Schools Served	
Aides/Monitor	

Driver Name	
Bus Number	
Cell Number	
Schools Served	
Aides/Monitor	

Stops covered in order of AM run	
Stops covered in order of AM run	

PAGE

DRIVER SIGNATURE

BUS # 1 of 3

APPROVED BY

Please ignore this page if not completed!

Driver Name	
Bus Number	
Cell Number	
Schools Served	
Aides/Monitor	

Driver Name	
Bus Number	
Cell Number	
Schools Served	
Aides/Monitor	

Driver Name	
Bus Number	
Cell Number	
Schools Served	
Aides/Monitor	

Driver Name	
Bus Number	
Cell Number	
Schools Served	
Aides/Monitor	

Driver Name	
Bus Number	
Cell Number	
Schools Served	
Aides/Monitor	

Stops covered in order of AM run	

Stops covered in order of AM run	

Stops covered in order of AM run	

Stops covered in order of AM run	

Stops covered in order of AM run	

PAGE

DRIVER SIGNATURE

BUS # 2 of 3

APPROVED BY

Please ignore this page if not completed!

Driver Name	
Bus Number	
Cell Number	
Schools Served	
Aides/Monitor	

Driver Name	
Bus Number	
Cell Number	
Schools Served	
Aides/Monitor	

Driver Name	
Bus Number	
Cell Number	
Schools Served	
Aides/Monitor	

Driver Name	
Bus Number	
Cell Number	
Schools Served	
Aides/Monitor	

Driver Name	
Bus Number	
Cell Number	
Schools Served	
Aides/Monitor	

Stops covered in order of AM run	

Stops covered in order of AM run	

Stops covered in order of AM run	

Stops covered in order of AM run	

Stops covered in order of AM run	

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DRIVER SIGNATURE

BUS # 2 of 3

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**SECONDARY DRIVERS IN THE EVENT THAT ONE OF THE ABOVE DRIVERS ARE
ABSENT OR ALREADY PARTICIPATING IN A ROUTE SPLIT**

Driver Name	
Bus Number	
Cell Number	
Schools Served	
Aides/Monitor	

Driver Name	
Bus Number	
Cell Number	
Schools Served	
Aides/Monitor	

Driver Name	
Bus Number	
Cell Number	
Schools Served	
Aides/Monitor	

Driver Name	
Bus Number	
Cell Number	
Schools Served	
Aides/Monitor	

Stops covered in order of AM run	

Stops covered in order of AM run	

Stops covered in order of AM run	

Stops covered in order of AM run	

PAGE

DRIVER SIGNATURE

BUS # 3 of 3

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↓TRANSPORTATION OFFICE USE ONLY! ↓

Please select the following buttons to complete your route split.

Save Split

Print Split

Email Split