

Corning Union Elementary School District
BUS DRIVER TIME SHEET

Transportation Hrs.

Other Assignments

Absence Codes:

H-Holiday, S-Sick Leave
PB-Personal Business
PN-Personal Necessity
V-Vacation, UL-Unpaid
Other (Explain)

In	Out	Total

In	Out	Total

Name: _____ Month & Year: _____

A.M.
P.M.

Date	Driver Regular Hours	Absence Code	ADDITIONAL HOURS						Total Addit. Hours	Total Hours	OTHER JOB Assign.		Comments	Destination		Office Use ONLY		
			Field Trip		Sports		Other				Hours Absent	Site/ Position		Arrive	Depart	ET	OT	40
1			In	Out	In	Out	In	Out										
2																		
3																		
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30																		
31																		
Total																		

I certify that this record includes only approved hours for the above named employee and is a complete and proper basis for pay.

Rev. 8/13/14 sf

Employee Signature: _____ Date: _____ Supervisor Signature: _____ Date: _____