

**Corning Union High School
BUS DRIVER TIME SHEET**

Transportation Hrs.

Other Assignments

Absence Codes:

A.M.

P.M.

Name: _____

Month & Year: _____

In	Out	Total

In	Out	Total

H-Holiday, S-Sick Leave

PB-Personal Business

PN-Personal Necessity

V-Vacation, UL-Unpaid

Other (Explain)

Date	Driver	Absence Code	ADDITIONAL HOURS						Total Addit. Hours	OTHER JOB Assign.		Comments	Destination		Office Use ONLY			
	Regular Hours		Field Trip In	Field Trip Out	Sports In	Sports Out	Other In	Other Out		Total Hours	Hours Absent		Site/ Position	Arrive	Depart	ET	OT	40
1																		
2																		
3																		
4																		
5																		
6																		
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27																		
28																		
29																		
30																		
31																		
Total																		

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

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____