



Timesheet

Employee / Driver Name (Please print)

Pay Period Start Date (ie. January 1, 2016)

Employee/Driver Signature (Please sign here)

Date (ie. January 1, 2016)

Pay Period End Date (ie. January 1, 2016)

	Date	Bus #	Start Time	End Time	Actual Trip Time	Does A Min Apply Y/N	Total Hours Payable	Job Description & Notes/Comments (ie. Did this trip run longer than expected / customer compliments or complaints)	Office Use Only	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
								Total Hours Payable	Total Payable Check	