



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	Trip Time Total	Minimum If applies	Job details	Notes/Comments (ie. Did this trip run longer than expected / customer compliments or complaints)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								

Total Hours Worked:

Total Including Minimums: