

Troy City Schools

Bus Driver Compensation Form

This is to certify that _____ (driver) drove a
bus for _____ (school, team)
on _____ (date) to _____ (place) using _____ (Bus No.)
_____ departure time _____ return time _____ hours claimed.

Computing hours claimed:

A driver with no coaching responsibility in the sport for which the trip is made may claim all hours from pre-trip inspection (departure time) to post trip inspection (return time).

A driver who also coaches (head or assistant or any other capacity for which the driver is obligated to be present for games and is compensated) the team transported may claim only the actual time the bus is traveling to and from the event - time at the event, stops for meals etc., must be deducted from the claimed time.

If the driver is a regular employee of the Troy City Board of Education, claimed hours may include only those hours not included in the normal work day - after 3:30 p.m. and before 7:30 a.m. on school days.

Driver signature: by signing the driver attests that the hours claimed are calculated in accordance with the policy

Validation by Principal: To be signed by the principal of the school represented by the team. This signature attests that the trip was authorized, made and the hours claimed are reasonable under the policy and are calculated correctly.

This form is submitted to the Principal who will forward it with his signature to the Central Office for payment.