

**DCSS TRANSPORTATION
DRIVERS FIELD TRIP
TIME SHEET**

Week Ending _____

Date Turned in _____

Name _____

Position _____

Employee ID# _____

Location 8012

Field Trip # _____

Day	Date	Depart/ Start	Return/ End	Down Time Start	Down Time End	Depart/ Start	Return/ End	Down Time Start	Down Time End	Depart/ Start	Return/ End	Down Time Start	Down Time End	Depart/ Start	Return/ End	Driving Hours	Down Time Hours
Monday																	
Tuesday																	
Wednesday																	
Thursday																	
Friday																	
Saturday																	
Sunday																	

Total Hrs.		
Pay		
TTL PAY		

Fill Time Sheet from Left to Right. Name and Employee Number and Signatures MUST be included.

Field trip driving time begins when, you depart after your regular route or, from home going to the school. Down time begins when you arrive at the event.

Driving time resumes when, you depart the from the event, returning home, to a hotel or other event.

Driving and Down Time between events on extended stays must be recorded with each arrival and departure.

DRIVER

DATE

FIELD TRIP ADVISOR

DATE

SUPERVISOR

DATE

TIME SHEET MUST HAVE ALL THREE SIGNATURES