Illini West High School District 307
Bus Driver Time Sheet

Please use a separate time sheet for each type of trip.
Check below which type trip this sheet represents.

☐ Sports/EC Trip ☐ Field Trip-School Day ☐ Shuttle Bus ☐ Spec Ed Route ☐ Misc.

True and accurate Time Sheets **must be submitted the day after pay period ends – the 8th or 22nd each month.**
The timesheet submitted represents all hours worked during the pay period for the type of trip checked.

EMPLOYEE: _____

Date	Bus #	Start Time	End Time	Event & Destination	Total Hrs.
				Total	

I CERTIFY THAT THIS TIMESHEET IS TRUE AND ACCURATE.

Employee Signature: Date:

Supervisor Signature: Date: