



Golden Hills School Division No. 75

### SPARE BUS DRIVER TIMESHEET

(To be filled out by the Regular Driver and submitted by the 15<sup>th</sup> of each month)

NAME OF REGULAR DRIVER \_\_\_\_\_ MONTH \_\_\_\_\_ 20\_\_\_\_\_

ADDRESS \_\_\_\_\_

Phone Number \_\_\_\_\_ Email: \_\_\_\_\_

Date Spare Required	A.M.	P.M.	Name of Spare Driver	Reason for Driver Absence (illness, dental, compassionate, etc)

Submit by cut-off for payroll which is the 15<sup>th</sup> of **each month** to the Trochu Bus Shop.

AUTHORIZED BY: \_\_\_\_\_  
Transportation Supervisor

SUBMITTED BY: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_