

Alachua County Public Schools
Transportation Department

Extra Driving Time – One Day Only

Name: _____ Bus No: _____ Employee No.: _____

Day/Date	Route Covered/Description	Starting Time	Ending Time	Total Hours	Payroll Only

Note: Driver/attendant must fill out form completely. If not completed, it is unable to be keyed for time. Use a form for each day (do not combine days). Please turn in a weeks worth of forms at the end of each week.

ONE DAY ONLY