

Extra Trip Reports/Transportation Requests

Upon completion of a non-route or extra trip assignment, drivers will submit a completed trip report to the supervisor by the end of the following work day. In completing the trip form, the driver is only responsible for the portion titled “Drivers Log.” The driver’s log is to be filled out as follows:

DRIVER’S NAME: Please print at least your first name.

BUS NUMBER: Be sure to record your assigned trip vehicle.

HOURS CHART: Round off your times to the nearest 15 minutes. Draw a vertical line where your time in each category begins and ends. Draw a horizontal line between these. Should your time go into overtime, run a vertical line through the entire chart and indicate overtime started there. Remember, although layover time is paid at half rate, it counts as full time toward calculating overtime.

Any stops made for food or rest periods under 30 minutes should not be logged as layover time. However, please indicate that a stop was made.

Should you be required to depart on your trip less than one hour after A.M. route completion or return from a trip less than one hour before P.M. route sign-on, you may record this interval as layover time. Any interval one hour or more is considered off duty. There is generally not much reason to sign on to a trip more than 15 minutes prior to the assigned “time at pick-up point”. Any time in excess of 15 minutes must be explained to the supervisor for approval. Upon arrival at the trip destination, driving time will end and layover time begin as stipulated in the current OSEA/Rainier School District Agreement.

TRIP MILEAGE: To begin either from the bus garage or whichever school you started from to reach your pickup point. Mileage should end upon return to the bus garage or upon arrival at whichever school to begin your P.M. route

STRAIGHT TIME-OVERTIME: To assist in calculating straight route/trip time and half rate layover time. Also for overtime route, trip and layover time. Record separate route time and trip time, the combine for total paid time.

DRIVER’S SIGNATURE AND DATE: Sign your full name and date you completed report.

If you incurred expense for meals or lodging, please record them at the rates allowed by current OSEA/ District contract.