Week Starting (Saturday): _____   Week Ending (Friday): _____

Hours	SAT		SUN		MON		TUE		WED		THU		FRI	
	Task	Supervisor Initials	Task	Supervisor Initials	Task	Supervisor Initials	Task	Supervisor Initials	Task	Supervisor Initials	Task	Supervisor Initials	Task	Supervisor Initials
5am														
:30am														
6am														
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7am														
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:30am														
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:30am														
3am														
:30am														
4am														
:30am														

HOURS PER DAY _____   _____   _____   _____   _____   _____   _____

TOTAL HOURS PER WEEK:

Regular _____   Over 40: _____

LEGEND:
PU - Pick-up
DR - Drop-off
RL - Released
MA - Bus Maintenance

Employee Name (Printed): _____

Employee Signature: _____ Date: _____

Direct Supervisor Signature: _____ Date: _____

Indirect Supervisor Signatures: _____ Date: _____
(Those worked for during the week and accountable for time worked)   Date: _____

Overtime is compensable for hours worked over 40 in a work week for non-exempt employees.
The Weekly Travel Log needs to be submitted with any Overtime Payroll Report Forms submitted for payment.