

Cottonwood School District No. 242

NONINSTRUCTIONAL OPERATIONS

8105F2

Activity Bus Pay Request

Local Trips

Name of Driver: _____

Date: _____

Destination: _____

Activity: _____

Time of Departure: _____ Time of Return: _____

Total Number of Hours: _____

The rate of pay is _____/hour for driving time and _____/hour for standby time. The District has a list of travel time to and from each competition.

Note: The driver is expected to be at the designated pickup point 15 minutes prior to the scheduled departure time. It is the responsibility of the activity bus driver to see that the bus is cleaned after each activity. Coaches who drive will be paid for driving time only.

Overnight Trips

Drivers on overnight trips will be paid \$_____ for standby time for an eight hour day. If the driving and standby time is less than eight hours, payment will be hourly at \$_____ for driving time and _____ for standby time. Meals will be reimbursed at the actual cost up to a maximum of:

1. Breakfast: \$8;
2. Lunch: \$10; and
3. Dinner: \$20.

A maximum of \$35/day may be claimed.

Receipts are required for all reimbursements.