



Horry County Schools

### School Bus Driver Mid-day Sign-in Sheet

Driver's Name: \_\_\_\_\_ Week of: \_\_\_\_\_

Daily Mid-day Hours: \_\_\_\_\_ Weekly Mid-day Hours: \_\_\_\_\_

Day	Allocated Mid-day Hrs.	*Other	Actual Mid-day Hrs.	**Hours Over Allocated Time	Mid-day Supervisor's Signature
Mon.					
Tues.					
Wed.					
Thur.					
Fri.					
Total					

\*The Bus Supervisor will notify mid-day employer if a driver is scheduled for a transportation meeting, is late due to mechanical breakdown, accident/incident or scheduled to meet with a parent. Time will be subtracted from mid-day weekly.

\*\*Hours over scheduled mid-day due to extra curricular trips.

All sign-in sheets must be turned in to the Area Bus Supervisor on Friday of each week.

I certify that this is a true and accurate report of the my weekly hours worked.

\_\_\_\_\_  
Mid-day School/Department

\_\_\_\_\_  
Driver's Signature

\_\_\_\_\_  
Date