

**TWO RIVERS SCHOOL DISTRICT TIME SHEET - BUS DRIVER**

**Employee Name:** \_\_\_\_\_

**Manager/Supervisor:** \_\_\_\_\_

**Period Start Date** \_\_\_\_\_ **Period End Date** \_\_\_\_\_

Date(s)	Time In	Time Out	Time In2	Time Out2	Hours Worked

Date(s)	Time In	Time Out	Time In2	Time Out2	Hours Worked

Employee signature \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor signature \_\_\_\_\_ Date: \_\_\_\_\_

*\*If you were absent, the "Employee Absence Report" must be attached\**  
*\* Any time worked over contracted amount of hours MUST be pre-approved by the appropriate supervisor IN WRITING \**