



# P. S. S. D. Bus Driver Miscellaneous Claim Form

(To be completed when using bus only)

## Bus Driver Information

Name:	(Print)	(Signature)					
Employee #:							
Route Driver	<input type="checkbox"/>	Spare Driver	<input type="checkbox"/>	Please ✓ appropriate boxes			
Union	<input type="checkbox"/>	Out of Scope	<input type="checkbox"/>				
Date	Description of Service Required			Kms	Time Claimed	Office Approval	
	Scheduled Service						
		SGI Insp., Reg Oil & Lube (Bus Requested by Shop)					
	Repair Service						
		(Defects discovered by Driver)					
	Bus Switch	After Service <input type="checkbox"/>	Assigned New Bus <input type="checkbox"/>				
		Reason:					
	Ride Along - <b>Route Driver Name:</b>	AM <input type="checkbox"/>	PM <input type="checkbox"/>		Payroll to complete.		
		<b>Must drive both AM and PM routes</b>					
	Bus Pick up or Drop Off	August <input type="checkbox"/>	June <input type="checkbox"/>		3		
	Extra Kms in Bus SPARE DRIVER ONLY						
		Difference between regular route KM & your actual KM					
	P. D. Event						
		Route Driver: Defensive Driving Spare: 1st Aid, Bus Meetings, Def. Drive, Orientation					
	Bus Wash	Location of bus wash:					
		Route Driver claims drive time only Spare driver claims wash and drive time					

**Wait time is credited to the driver IF driver waits at the bus garage.**

**Wait time above 3 hours is NOT credited to driver if driver leaves bus garage in a Prairie Spirit vehicle.**

*Entered KMs subject to correction.*

*Miscellaneous claim form must be left at bus garage for service/bus pick up or drop off/ bus switch.*

*For all other claims please submit form to the bus garage as soon as possible.*

*Fax: 306-374-2862*