

To: All Drivers  
From: Lane Hadlock, Director of Transportation  
Subject: Hours of Service

It is required in section 395 of the Federal Motor Carrier Safety Regulations that you fill out this form and return it to the transportation payroll secretary before the first day of school. It is your responsibility to keep this form current, and to ensure you are not working more than 60 hours in any 7 consecutive day period.

Do you work at another job? Yes \_\_\_\_\_ No \_\_\_\_\_

If you answered yes, complete the following questions:

Who is your other employer? \_\_\_\_\_

Does your other employment involve driving a commercial vehicle? \_\_\_\_\_

If yes, how many driving hours per day? \_\_\_\_\_

How many hours per day do you work for your other employer? \_\_\_\_\_

How many hours per week do you work for your other employer? \_\_\_\_\_

School bus drivers are limited to a total of 60 hours of work time in any consecutive 7 day period. The 60 hours are a total of school district work hours **and** the hours from your other job combined even if it is a job that doesn't require driving. You cannot drive if the total hours for any six consecutive days are over 60. For example; if you work 40 hours at another job. You would only be able to work 20 hours a week driving the bus. Also, you cannot drive after you have worked more than 15 hours in one day. If your other job involves driving a commercial vehicle; you can only drive for a total of 10 hours each day.

If at any time your schedule should change, you must notify the transportation payroll secretary in writing immediately.

If you presently do not work at another job, but start a new job in the future, it is your responsibility to notify the transportation payroll secretary in writing immediately.

I hereby verify that the information provided in this questionnaire is true and correct. Any misstatement omission or misinformation is grounds to not hire or for dismissal. I hereby agree to abide by this policy and notify the transportation payroll secretary immediately if I have an employment change.

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_