

**SPED Time Sheet – Extra Runs
Hall County Schools**



Name: _____ Bus #: _____ Month: _____ Year: _____ Sheet: ___ of ___

<u>Early Morning Run AM Route:</u>				<u>PM Route:</u>			<u>Mid-Days/Extra Runs Extra Time:</u>			<u>REASON</u>
<u>DATE</u>	<u>Start Time</u>	<u>End Time</u>	<u>Total Time</u>	<u>Start Time</u>	<u>End Time</u>	<u>Total Time</u>	<u>Start Time</u>	<u>End Time</u>	<u>Total Time</u>	
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

Office Use Only: Total AM Hours: _____ Total PM Hours: _____ Total Mid-Day Hours: _____ Grand Total Hours: _____

- List below the normal times for your regular route (not including any extra runs, etc).
- Extra run time should not be during your normal route times.
- If you double for someone else and it adds time to your route or runs, list the extra time in the extra run section above and explain.
- Time for Mid-day runs and early morning runs starts when the driver leaves home.

AM Route: Start Time: _____ End Time: _____
 PM Route: Start Time: _____ End Time: _____