

# Appendix II

Date: \_\_\_\_\_

To: **All Drivers**  
From: **Launi Schmutz**  
Subject: **Drivers Hours**

You are required pursuant to section 395 of the Federal Motor Carrier Safety Regulations to complete this form and return it to the Washington County School District Transportation Office no later than 15 days from receipt of this notice. Each driver has the responsibility to keep this form current. It is your responsibility to ensure you are not working more than 60 hours per week. The hours worked in your second job must be included and documented in your log book and reported to the Transportation Department.

Do you work at another job?	Yes _____ No _____
If you answered yes, complete the following questions,	
How many hours a day do you work?	
How many hours a week do you work?	
How many hours per month do you work?	

School bus drivers are limited to a total of 60 hours of work time in any consecutive 7 days. The 60-hour limit applies to all District on-duty time and ALL on-duty time worked for any other employer. It is a combined total even if your second job doesn't require driving. You cannot drive if the total hours worked for any six consecutive days is 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 Washington County School District Transportation Office immediately.

If you are not presently employed in another job and later begin work at some future date, you must report your new employment status change within 15 days of beginning your second job. It is your responsibility to notify the Transportation Office immediately.

## AGREEMENT:

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 grounds for dismissal. If hired, I hereby agree to abide by the policies. If my employment changes hours or status I will notify transportation immediately.

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

Signature \_\_\_\_\_