

BILLING INVOICE

Contractor Reimbursement for Paid Training

Employers who provide paid training to new driver trainees, re-certifying “S” holders, or Out-of-State “S” transfers must complete the reimbursement for paid training invoice. Reimbursement is up to 135 hours for a new “S” trainee and 67.5 hours for a re-certifying “S” holder or Out-of-State transfer.

| | |
|----------------------------|--|
| Name of Trainee: | |
| Trainee’s Employer: | |

Complete only one table below based on the trainee’s status of new “S” trainee or re-certifying “S” trainee/Out-of-State “S” transfer.

| New “S” Trainee Reimbursement | |
|--------------------------------------------------|----------------------|
| Start Date of Training | |
| Last Date of Training | |
| Date Received “S” Endorsement | |
| Number of Hours | 135 hours max |
| Hourly Rate (\$15) + OEC = | \$19.84 |
| Total Reimbursement (Hours x Hourly Rate) | |

| Re-certifying “S” Trainee or Out-of-State Transfer Reimbursement | |
|------------------------------------------------------------------|-----------------------|
| Start Date of Training | |
| Last Date of Training | |
| Date Received “S” Endorsement | |
| Number of Hours | 67.5 hours max |
| Hourly Rate (\$15) + OEC = | \$19.84 |
| Total Reimbursement (Hours x Hourly Rate) | |

My signature below attests that I have provided paid training to my trainee employee in the amount of the requested reimbursement or I will pay out the amount requested to my trainee employee once received. My trainee has completed all required credentialing requirements and has accepted school bus driver employment with my company.

| | |
|----------------------------------------------|--|
| Employer Company Name (print): | |
| Employer Representative Name (print): | |
| Employer Representative Signature: | |
| Date of Submission: | |

Please return this form upon completion of training to your District Transportation Supervisor, who will sign and forward to DDOE.

DISTRICT TRANSPORTATION SUPERVISOR Signature
Updated 6/30/23

DATE