Bustler

Excellence in Community Transport

Overtime Claim Form

Please note, the Transport Manager will check all overtime sheets against Samsara data to verify the hours claimed. If Samsara does not support the claimed Overtime, it will not be paid unless an explanation is provided. Early Finishes will be deducted from Overtime claims. Claims can only be made in 15-minute segments, no less. Overtime will commence after the first 15minutes of extra work on top of contracted hours, this excludes factors beyond WCT control, i.e. traffic delay, which will not be paid for the first 30 minutes.

NAME: **EMPLOYEE NO:** Page of

MONTH: YEAR:

DAY	DATE	TIME		DETAILS	HOURS	FIXED SUMS	
		FROM	TO			£	Pence