



Amalgamated Transit Union

Local 1738

P.O. Box 128, Latrobe, PA 15650

Office of the President-Business Agent

Time and Mileage Sheets September 18, 2008

- Drive the safe speed limit when completing your sheet
- Add the 15 minute pre-trip at the top of the page
- The 15 minute pre-trip is prior to the vehicle leaving the facility
- Record the correct times on the sheet
- Do not pull off the road to pad the times on your sheet
- If your times have increased from last year and your run has not changed your sheet will be red flagged and pulled for investigation. If this is done your compensation for the work will be delayed
- Get a copy of your sheet prior to turning it in to the company
- If you are not sure do not turn it in. Contact your Union representative.
- All sheets are to be turned in by Friday September 18, 2008

As always I am in,

Solidarity,


Donald Kotouch
Chief Executive Officer
Amalgamated Transit Union
Local 1738 of Latrobe

Cc: File