

BUS WASHING RECONCILIATION FORM

Date _____

Bus Driver _____

1. Amount of Initial Check \$15.00

2. Date/Amount of each Bus Washing:

<u>Date</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL AMOUNT USED WASHING BUS _____

3. Plus Cash Remaining – (tokens X \$.25) _____

4. Ending Balance (#2 total + #3) \$15.00

Note: This needs to be reconciled at least every other month. Items #1 & #4 should be the same amount.

Approved _____
PACT Director

Date

07/09

BUS WASHING PROCEDURE

1. A check will be issued to each PACT Bus Driver in August of each year.
2. The check will be made out to the Bus Driver and the check will indicate this is for washing PACT buses.
3. The check will be for no more than \$15.00.
4. Once the driver has the check, they are responsible for cashing the check and obtaining the car wash tokens.
5. After the Bus Driver has purchased the tokens they need to take their check stub and tokens to the Center's Site Supervisor and have them verify that the number of tokens purchased is accurate. This procedure needs to happen every time the driver purchases tokens throughout the year.
6. A money bag will be supplied to keep their tokens and reconciliation form in. These should be kept some place that is locked and no other staff has access to.
7. The car wash tokens will be from the car wash that is located in each of the driver's center area/town.
8. The buses must be washed at least once a month. During the winter months, it may be necessary to wash the buses every other week due to salt being used on the roads.
9. The driver will need to complete the Bus Washing Reconciliation form monthly. This form is needed to request more money.
10. At the end of the school year, the driver will reconcile and turn in the remaining tokens and reconciliation form to their supervisor.
11. Under no circumstances should these tokens be used other than for washing PACT buses.
12. Any Management member has the right to verify the number of tokens the driver has and times the bus has been washed to determine if your bag total is \$15.00.
13. Any discrepancies must be reported to the Fiscal Officer and/or the Executive Director immediately.