

School Bus & DIP Training Approval Form Kamehameha Schools Hawai'i

Legal Name: Enter text.		Date: Enter date.
Employee Number: Enter number.	Department: Enter text.	Date of Training: Enter date.
Status Attending Class (Check One):		
<input type="checkbox"/> Paid Employee (Faculty, Staff, Coach) <input type="checkbox"/> Volunteer		
Justification for Training		
Click here to enter text.		

Requestor/Approval Signatures	
Requestor:	Date:
Supervisor Approval:	Date:

Procedure:

1. Requestor completes, signs and obtains supervisor approval.
2. Requestor submits completed form to Transportation.
3. Transportation will then add individual to class attendance list.
4. Instructor signs and submits to HR for pay processing.
5. Individuals will **NOT** be allowed to attend training without supervisor approval (signature).

Note: Individuals attending training in a “Volunteer” status will use the same procedure noted above, however they are **NOT** eligible for compensation.