

# NEW HIRE

## Permit and Driver's License Reimbursement Request

**Employee Name:**

**Employee Full Address:**

**Employee Phone Number:**

**School Location:**

I verify the above named employee, \_\_\_\_\_, has obtained a bus license and is assigned to a permanent bus route for a minimum of six months. He/she is eligible for reimbursement of the following fees: Driver's License (\$90) and Driver's License Permit (\$73.25).

\_\_\_\_\_  
Principal/Assistant Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Transportation

\_\_\_\_\_  
Date

Please attach your DMV receipt and (if applicable) a copy of your cleared check OR copy of your debit/credit card statement showing that transaction (statement must include your name, billing address, and last 4 digits of card number as shown on your DMV receipt). Please mark out all non-related transactions.