

Transportation Log Procedure

Purpose: **Based on DCF 65C-22.006 Transportation**, the following must be adhered to when transporting children in a vehicle:

(f) When transporting children, staff to child ratios must be maintained at all times. The driver may be included in the staff to child ratio. Prior to transporting children and upon the vehicle(s) arrival at its destination the following shall be conducted by the driver(s) of the vehicle(s) used to transport the children:

1. A log shall be maintained for all children being transported in the vehicle. The log shall include
 - each child's name
 - date
 - time of departure
 - time of arrival
 - signature of driver and signature of second staff member to verify driver's log and the fact that all children have left the vehicle.

The log shall be retained for a minimum of four months.

2. Upon arrival at the destination the driver of the vehicle shall:
 - a. Mark each child off the log as the child departs the vehicle,
 - b. Conduct a physical inspection and visual sweep of the vehicle to ensure that no child is left in the vehicle, and
 - c. Sign the log verifying that all children were all accounted for and that the visual sweep was conducted.
3. Upon arrival at the destination a second staff member shall:
 - a. Conduct a physical inspection and visual sweep the vehicle to ensure that no child is left in the vehicle, and
 - b. Sign the log verifying that all children were accounted for and drivers log is complete.

How to Complete Form

1. Teaching staff will be responsible for writing the date, place of Origin, place of Destination, and each child's name on the log. This is to be done on the day that the children will be transported and prior to the bus' arrival.
2. In the column labeled "Departure from the Point of Origin", Teaching staff are to check off each child's name as they board the bus and give the log to the driver.
3. When the bus is ready to leave, the Driver completes the section labeled, "Place of Origin Departure Time".
4. The Driver signs the bottom of column labeled, "Departure from the Point of Origin" verifying that everyone has boarded and returns the log to the teaching staff
5. The teaching staff signs as "2nd Staff Signature" at the bottom of column labeled, "Departure from the Point of Origin".
6. Upon arrival at the destination, Teaching staff are to check off each child's name, in the column labeled "Arrival at Destination", as they disembark the bus. Teaching staff then gives the form to the Driver.
7. The Driver completes the section labeled, "Destination Arrival Time".
8. Driver conducts a visual sweep of the bus to ensure that everyone has disembarked from the bus.
9. The Driver signs the bottom of column labeled, "Arrival at Destination" and signs under the same column for the visual sweep. The Driver returns the log to the Teaching staff.
10. The teaching staff signs as "2nd Staff Signature" at the bottom of column labeled, "Arrival at Destination" and under the same column as "2nd staff visual sweep".
11. In the column labeled "Departure from Destination", Teachers are to check off each child's name as they re-board the bus and gives the log to the Driver.
12. When the bus is ready to leave, the Driver completes the section labeled, "Destination Departure Time".
13. The Driver signs the bottom of column labeled, "Departure from Destination" verifying that everyone has boarded. The Driver returns the log to the Teaching staff.
14. The teaching staff signs as "2nd Staff Signature" at the bottom of column labeled, "Departure from Destination".
15. Upon arrival at the Place of Origin, Teaching staff are to check off each child's name, in the column labeled "Arrival at Point of Origin", as they disembark the bus. The Teaching staff gives the log to the Driver.
16. . The Driver completes the section labeled, "Place of Origin Arrival Time".
17. Driver conducts a visual sweep of the bus to ensure that everyone has disembarked from the bus.

18. The Driver signs the bottom of column labeled, "Arrival at Point of Origin" and signs under the same column for the visual sweep. The Driver returns the log to the Teaching staff.
19. The teaching staff signs as "2nd Staff Signature" at the bottom of column labeled, "Arrival at Point of Origin" and under the same column as "2nd staff visual sweep".
20. Teaching staff gives 2nd copy to the Driver and files original at the center.

