*New form completed for each route

School Transportation Form

Week of: March 17 – 21, 2014

Facility Name: ABC Learning Center **Phone #:** 770-456-7890 **Staff on Vehicle:** Betty Smith

Vehicle Tag Number APK178

Identifying facility information

	Pick-up Location	Delivery Location
AM Route	ABC Learning Center	East Side Elementary
PM Route	East Side Elementary	ABC Learning Center

Identifying information for drop off and pick up locations

School Transportation Plan
(use one form per school)

Mark for each child: √= Load/Unload A= Absent

Child's First & Last Name	MON AM L	MON AM U	MON PM L	MON PM U	TUES AM L	TUES AM U	TUES PM L	TUES PM U	WED AM L	WED AM U	WED PM L	WED PM U	THURS AM L	THURS AM U	THURS PM L	THURS PM U	FRI AM L	FRI AM U	FRI PM L	FRI PM U
Hayden Hicks	√	√	√	√	√	√	A	A	√	√	√	√	A	A	A	A	√	√	√	√
Camryn Jones	√	√	√	√	A	A	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Travis Mitchel	A	A	A	A	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Bella Lewis	√	√	√	√	√	√	√	√	A	A	√	√	√	√	√	√	√	√	√	√

Transported children listed here (first and last names)

COMMENTS

Friday 3/21 – there was a wreck that caused delay in traffic and more than 45 min.

Check on and off of vehicle here. Make sure nothing is left blank

		Depart Time: (from facility)	Load/Unload Time: (at school)	Return Time: (to facility)	FIRST CHECK Signature of staff - no child left:	SECOND CHECK Signature of staff - no child left:	If applicable, signature of staff who reported by phone that vehicle checked:	If applicable, name of person reported to:
MON	AM	7:00 am	7:10 am	7:20 am	Betty Smith	Laura Waters		
	PM	2:50 pm	3:00 pm	3:10 pm	Betty Smith	Laura Waters		
TUE	AM	7:00 am	7:10 am	7:20 am	Betty Smith	Laura Waters		
	PM	2:50 pm	3:00 pm	3:10 pm	Betty Smith	Laura Waters		
WED	AM	7:00 am	7:10 am	7:20 am	Betty Smith	Laura Waters		
	PM	2:50 pm	3:00 pm	3:10 pm	Betty Smith	Laura Waters		
THU	AM	7:00 am	7:10 am	7:20 am	Betty Smith	Laura Waters		
	PM	2:50 pm	3:00 pm	3:10 pm	Betty Smith	Laura Waters		
FRI	AM	7:00 am	7:10 am	7:20 am	Betty Smith	Laura Waters		
	PM	2:50 pm	3:00 pm	4:15 pm	Betty Smith		Betty Smith	Patsy Collins

If an additional staff person is not available to conduct a 2nd check, a phone call must be made. Document signature of staff who reported by phone and staff person reported to

Departure (when vehicle leaves center), load/unload (when children load/unload vehicle), and return (to center) times listed for each trip.

Signature of staff person who has checked vehicle to ensure all children are off (1st check)

Signature of additional staff person who has checked vehicle to ensure all children are off (2nd check)

Revised 3/17/14