

# School Transportation Form

Week of: **October 2 – 6, 2023**

Facility Name: ABC Learning Center

Phone #: 770-456-7890

Staff on Vehicle: Betty Smith

Vehicle Tag Number APK178

	<b>Pick-up Location</b>	<b>Delivery Location</b>
<b>AM Route</b>	ABC Learning Center	East Side Elementary
<b>PM Route</b>	East Side Elementary	ABC Learning Center

Identifying facility information

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		TUES		WED		THURS		FRI			
	AM		PM		AM		PM		AM		PM	
	L	U	L	U	L	U	L	U	L	U	L	U
Hayden Hicks	√	√	√	√	√	√	√	√	√	√	√	√
Camryn Jones	√	√	√	√	A	A	√	√	√	√	√	√
Travis Mitchel	A	A	A	A	√	√	√	√	√	√	√	√
Bella Lewis	√	√	√	√	√	√	√	√	A	A	√	√

### COMMENTS

Friday 10/6 – 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

Transported children listed here (first and last names)

Date of travel	Depart Time: (from facility)	Load/Unload Time: (at school)	Return Time: (to facility)	FIRST CHECK	SECOND CHECK	If applicable, signature of staff who reported by phone that vehicle checked:	If applicable, name of person reported to:
				Signature of staff - no child left:	Signature of staff - no child left:		
MONDAY DATE 10/2/23	AM	7:00 am	7:10 am	7:20 am	<i>Betty Smith</i>	<i>Laura Waters</i>	
	PM	2:50 pm	3:00 pm	3:10 pm	<i>Betty Smith</i>	<i>Laura Waters</i>	
TUESDAY DATE 10/3/23	AM	7:00 am	7:10 am	7:20 am	<i>Betty Smith</i>	<i>Laura Waters</i>	
	PM	2:50 pm	3:00 pm	3:10 pm	<i>Betty Smith</i>	<i>Laura Waters</i>	
WEDNESDAY DATE 10/4/23	AM	7:00 am	7:10 am	7:20 am	<i>Betty Smith</i>	<i>Laura Waters</i>	
	PM	2:50 pm	3:00 pm	3:10 pm	<i>Betty Smith</i>	<i>Laura Waters</i>	
THURSDAY DATE 10/5/23	AM	7:00 am	7:10 am	7:20 am	<i>Betty Smith</i>	<i>Laura Waters</i>	
	PM	2:50 pm	3:00 pm	3:10 pm	<i>Betty Smith</i>	<i>Laura Waters</i>	
FRIDAY DATE 10/6/23	AM	7:00 am	7:10 am	7:20 am	<i>Betty Smith</i>	<i>Laura Waters</i>	
	PM	2:50 pm	3:00 pm	4:15 pm	<i>Betty Smith</i>		<i>Betty Smith</i> <i>Patsy Collins</i>

If an additional staff person is not available to conduct a 2<sup>nd</sup> 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 (1<sup>st</sup> check)

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