

Transportation Log

Provider Name: _____

Driver Instructions: Before transporting the children, the driver must record the current date, departure location and departure time, destination, each child's first and last name, and place an "X" in the "In Vehicle" column for each child as the child enters the vehicle. Upon arrival at the destination, the driver must: (1) Record the arrival time, (2) Watch each child exit the vehicle and place an "X" in the "Out of vehicle" column after each child has exited the vehicle, (3) Conduct a physical inspection and visual sweep of the entire vehicle, including all rows, seats, and under seats to ensure all children have exited the vehicle and no children were left in the vehicle, and (4) Immediately sign and date the log after the physical inspection and visual sweep, attesting all children have exited the vehicle.

2nd Staff Member Instructions (Large Family Child Home Only): Upon arrival at the destination, a 2nd staff member must: (1) Conduct a physical inspection and visual sweep of the entire vehicle, including all rows, seats, and under seats to ensure all children have exited the vehicle and no children were left in the vehicle, and (2) Sign and date the log immediately after conducting the physical inspection and visual sweep, attesting all children have exited the vehicle.

	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____					
	Departure Location: _____	Departure Location: _____	Departure Location: _____	Departure Location: _____	Departure Location: _____					
	Departure Time: _____	Departure Time: _____	Departure Time: _____	Departure Time: _____	Departure Time: _____					
	Destination: _____	Destination: _____	Destination: _____	Destination: _____	Destination: _____					
	Arrival Time: _____	Arrival Time: _____	Arrival Time: _____	Arrival Time: _____	Arrival Time: _____					
Child's Name (First Last)	In vehicle	Out of vehicle	In vehicle	Out of vehicle	In vehicle	Out of vehicle	In vehicle	Out of vehicle	In vehicle	Out of vehicle
<p>By signing below, I attest to the following: (1) I have performed a physical inspection and visual sweep of the entire vehicle from front to back, including all rows, seats and under seats, (2) All children safely exited the vehicle and are accounted for, and (3) No children were left in the vehicle.</p>										
Signature of Driver/Date										
Signature of 2 nd Staff /Date (Facilities only)										