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<b>Ref #:</b> 1310.10(f)	<b>Policy Council Approval Date:</b> 09/28/10	

**COMPONENT: TRANSPORTATION**

**SUBJECT: COMPLETING BUS LOGS**

**PERFORMANCE OBJECTIVE:** To ensure that children are only released to a parent or legal guardian, or other individual identified in writing by the parent or legal guardian.

**POLICY AND PROCEDURE:**

- Completely fill in each blank on the bus log (see attached form):
  - For daily routes use the *Transportation Log*
  - For field trip use the *Field Trip Transportation Log*.
- Date: enter month, day, and year
- Enter your center name where the name of the agency is listed.
- The driver, monitor, and designee (non-rider) must sign and date at the bottom of log at the end of each trip.
- The bus log shall be updated each time a child is loaded onto the bus.
- Parents/Guardian must sign child on and off bus – driver will initial beside time.
- All children will be seated in the appropriate height and weight child restraint seat.
- Write absent or present by every child’s name that appears on the bus log.
- Do not pick up any child whose name does not appear on the bus log.
- All children must be in a child restraint seat.
- Driver will sign each child from bus into classroom.
- There will be a separate form, one for the morning bus route and one for the afternoon bus route to be used daily.
- After each route, a designated person (*other than the bus driver or monitor*) shall immediately walk to the back of the bus look in and under all seats and compartments to assure that there are no children on the bus and sign the bus log, in the management/designee (non-rider) space.
- The bus log will be kept by the classroom door until the end of the day when the transfer of the children from the classroom to the bus is repeated.
- The bus driver will keep the bus log until the end of the week when it will be sent to the Facilities Manager for filing.
- The bus must be checked and signed at the end of each bus route after the children are unloaded, to ensure there are no children left on the bus. **The bus must be checked by someone other than the driver and monitor and sign on the bus log.**

*The driver and teacher are equally responsible for the information on a bus log. It must be complete and accurate.*