



**Each day**, child care centers which own, operate, or contract with transportation services for children must use a log to record the arrival and departure of each child scheduled for transportation.

**Instructions for Teachers** (who are responsible for the daily transportation process): Indicate each vehicle's arrival and departure times, and record the status of each child's arrival and departure using the codes noted below. Additional information about the child's status should be noted in the Comments column. Use ONLY the following codes:

-  = Child is accounted for.
-  = Child is not accounted for but was previously scheduled for transportation. **Immediately:**
  - Verify the child's whereabouts with the driver and notify the center administrator.
  - Contact the child's emergency contacts to report the child's absence.
- N/S** = Child not scheduled for this transportation route.

Date (mm/dd/yyyy): _____		
Vehicle's Arrival and Departure Times from Center:	Arrival Time: _____	Departure Time: _____
Teacher(s) Accounting for Each Transported Child:	(Name AM): _____	(Name PM): _____
Transportation/ Bus Service Name, Address, & Phone:	_____	
	_____ ( : _____ - _____ - _____	

	Child's Name (First, Last)	Child Arrival Status (use above code)	Child Departure Status (use above code)	Comments (i.e. schedule changes, follow-up)
1				
2				
3				
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12				
13				
14				
15				

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- ✓ = Child is accounted for.
- ? = Child is not accounted for but was previously scheduled for transportation. **Immediately:**
  - Verify the child's whereabouts with the driver and notify the center administrator.
  - Contact the child's emergency contacts to report the child's absence.
- N/S = Child not scheduled for this transportation route.

**Date (mm/dd/yyyy):** July 15, 2015

**Vehicle's Arrival and Departure Times from Center:** Arrival Time: 8:30 A.M. Departure Time: 4:30 P.M.

**Teacher(s) Accounting for Each Transported Child:** (Name AM): Jane Smith (Name PM): Tom Jones

**Transportation/ Bus Service Name, Address, & Phone:** XYZ Child Transport, Inc.  
20 Main Street, Brooklyn, NY 11209 t: 718 - 555 - 5555

Child's Name (First, Last)	Child Arrival Status (use above code)	Child Departure Status (use above code)	Comments (i.e. schedule changes, follow-up)
1 Mickey Mouse	✓	✓	
2 Daisy Duck	N/S	✓	
3 Adam Apple	?	✓	Schedule changed; father brought in Adam.
4 Marlene Mustache	✓	N/S	
5			
6			
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