2103.F and 2107.A.1,2,C : DAILY TRANSPORTATION-SAMPLE FORM

CENTER_____ **BUS #**_____   **PAGE** _____ **OF** _____

WEEK OF _____**OF** _____

	MON	(DATE)	TUE	(DATE)	WED	(DATE)	THU	(DATE)	FRI	(DATE)
Driver/	AM		AM		AM		AM		AM	
	PM		PM		PM		PM		PM	
Attendant	AM		AM		AM		AM		AM	
	PM		PM		PM		PM		PM	
Attendant/	AM		AM		AM		AM		AM	
	PM		PM		PM		PM		PM	
VISUAL CHECK AM	Time:		Time:		Time:		Time:		Time:	
Signature of Individual Conducting Check										
VISUAL CHECK PM	Time:		Time:		Time:		Time:		Time:	
Signature of Individual Conducting Check										

BY SIGNING, I CERTIFY THAT I HAVE CONDUCTED A VISUAL CHECK (AT TIME DOCUMENTED) OF THE VEHICLE AFTER ALL CHILDREN WERE UNLOADED AND THAT NO CHILD WAS LEFT IN THE VEHICLE.

CENTER MANAGER REVIEW_____ **DATE**_____

CENTER_____ BUS #_____   PAGE _____ OF _____

WEEK OF _____OF _____

NAME OF CHILD		MONDAY(DATE)		TUESDAY(DATE)		WEDNESDAY(DATE)		THURSDAY(DATE)		FRIDAY(DATE)
	AM	TIME OF RELEASE: TO:	AM	TIME OF RELEASE: TO:	AM	TIME OF RELEASE: TO:	AM	TIME OF RELEASE: TO:	AM	TIME OF RELEASE: TO:
	PM	TIME OF RELEASE: TO:	PM	TIME OF RELEASE: TO:	PM	TIME OF RELEASE: TO:	PM	TIME OF RELEASE: TO:	PM	TIME OF RELEASE: TO:
	AM	TIME OF RELEASE: TO:	AM	TIME OF RELEASE: TO:	AM	TIME OF RELEASE: TO:	AM	TIME OF RELEASE: TO:	AM	TIME OF RELEASE: TO:
	PM	TIME OF RELEASE: TO:	PM	TIME OF RELEASE: TO:	PM	TIME OF RELEASE: TO:	PM	TIME OF RELEASE: TO:	PM	TIME OF RELEASE: TO:
	AM	TIME OF RELEASE: TO:	AM	TIME OF RELEASE: TO:	AM	TIME OF RELEASE: TO:	AM	TIME OF RELEASE: TO:	AM	TIME OF RELEASE: TO:
	PM	TIME OF RELEASE: TO:	PM	TIME OF RELEASE: TO:	PM	TIME OF RELEASE: TO:	PM	TIME OF RELEASE: TO:	PM	TIME OF RELEASE: TO:
	AM	TIME OF RELEASE: TO:	AM	TIME OF RELEASE: TO:	AM	TIME OF RELEASE: TO:	AM	TIME OF RELEASE: TO:	AM	TIME OF RELEASE: TO:
	PM	TIME OF RELEASE: TO:	PM	TIME OF RELEASE: TO:	PM	TIME OF RELEASE: TO:	PM	TIME OF RELEASE: TO:	PM	TIME OF RELEASE: TO:
	AM	TIME OF RELEASE: TO:	AM	TIME OF RELEASE: TO:	AM	TIME OF RELEASE: TO:	AM	TIME OF RELEASE: TO:	AM	TIME OF RELEASE: TO:
	PM	TIME OF RELEASE: TO:	PM	TIME OF RELEASE: TO:	PM	TIME OF RELEASE: TO:	PM	TIME OF RELEASE: TO:	PM	TIME OF RELEASE: TO:
	AM	TIME OF RELEASE: TO:	AM	TIME OF RELEASE: TO:	AM	TIME OF RELEASE: TO:	AM	TIME OF RELEASE: TO:	AM	TIME OF RELEASE: TO:
	PM	TIME OF RELEASE: TO:	PM	TIME OF RELEASE: TO:	PM	TIME OF RELEASE: TO:	PM	TIME OF RELEASE: TO:	PM	TIME OF RELEASE: TO:
	AM	TIME OF RELEASE: TO:	AM	TIME OF RELEASE: TO:	AM	TIME OF RELEASE: TO:	AM	TIME OF RELEASE: TO:	AM	TIME OF RELEASE: TO:
	PM	TIME OF RELEASE: TO:	PM	TIME OF RELEASE: TO:	PM	TIME OF RELEASE: TO:	PM	TIME OF RELEASE: TO:	PM	TIME OF RELEASE: TO:
	AM	TIME OF RELEASE: TO:	AM	TIME OF RELEASE: TO:	AM	TIME OF RELEASE: TO:	AM	TIME OF RELEASE: TO:	AM	TIME OF RELEASE: TO:
	PM	TIME OF RELEASE: TO:	PM	TIME OF RELEASE: TO:	PM	TIME OF RELEASE: TO:	PM	TIME OF RELEASE: TO:	PM	TIME OF RELEASE: TO:
	AM	TIME OF RELEASE: TO:	AM	TIME OF RELEASE: TO:	AM	TIME OF RELEASE: TO:	AM	TIME OF RELEASE: TO:	AM	TIME OF RELEASE: TO:
	PM	TIME OF RELEASE: TO:	PM	TIME OF RELEASE: TO:	PM	TIME OF RELEASE: TO:	PM	TIME OF RELEASE: TO:	PM	TIME OF RELEASE: TO:

ATTENDANCE: In the blocks labeled AM and PM, place the time the child boards the bus in the morning (AM) and when the child boards the bus in the afternoon before departing the facility (PM).
RELEASE OF CHILD: DOCUMENT TIME CHILD IS DROPPED OFF AND THE FULL NAME OF THE PERSON THE CHILD WAS RELEASED TO IS DOCUMENTED.
******PERSON CHILD IS RELEASED TO MUST BE AN AUTHORIZED THIRD PARTY RELEASE.

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