**SAMPLE TRANSPORTATION LOG**

Date: \_\_\_\_\_\_\_\_\_\_ Driver Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Vehicle: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Driver Instructions: Before transporting the children, the driver must record the current date, departure/pick up location, each child’s first and last name, and enter the time “In Vehicle” 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, (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) sign and date the log after the physical inspection and visual sweep, attesting all children have exited the vehicle.

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| --- | --- | --- | --- | --- | --- |
| **Child’s Name** **(First, Last)** | **Pick Up Location** | **Pick Up Time** | **Destination Location** | **Drop Off Time** | **Who was child released to?** |
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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 safety exit the vehicle and are accounted for, and (3) No children were left in the vehicle.

Signature of Driver/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_