 **WEEKLY TRANSPORTATION LOG**

**Complete Log Daily at Pick-Up and Drop-Off**

**Policy: NMCAA ensures appropriate supervision of children at all times.**

**Procedure: Staff will complete the Weekly Transportation Log to track the time in/out and ensure each child is supervised at all times.**

**WEEK: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CENTER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TEACHER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**AM Drop-Off at School/PM Pick-Up at School**

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| --- | --- | --- | --- | --- | --- |
| **CHILD’S NAME** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
|  | **In/Out Time/Initials** | **In/Out Time/Initials** | **In/Out Time/Initials** | **In/Out Time/Initials** | **In/Out Time/Initials** |
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Reference: Licensing R 400.8750 (3) HSPPS 1303.70

6/22 (Revised 6/18) **Original:** Classroom;  **Copy:** Site Supervisor P:\Head Start Files\ADMIN\Procedure Manual\Transportation\Weekly Transportation Log

**GUIDANCE**

* Children are only released to a legal guardian or written designee as noted on the Child Information Record. Staff must check and copy identification (take a photo if needed) when releasing a child to any person they do not know, even if the child recognizes the individual. Check to ensure this person’s name is on the Child Information Record. Then attach a copy of the identification to the Child Information Record.
* If applicable, the Bus Driver and Bus Monitor must walk through the bus after children have excited to ensure there are no children left on the bus. No child will ever be left alone and unattended on the bus.
* If applicable, after the Bus Driver and Bus Monitor have ensured the bus is empty, they will post the “**I have completed a WALK-THROUGH on this bus.”** Sign on the back of the bus door.
* Prescribed non-emergency medications are administered properly from original container with the Rx label, store under lock and key and refrigerated if necessary. There are no over the counter medications without a prescription label attached. A lock box is on the bus for transporting (if applicable). All medications are within their dates of expiration.
* Children are not to carry medications to school in their backpack. Medication must be given from adult to staff.
* Active Supervision is a requirement.
  + A redundant (or fail-safe) safety system is a series of two or more specific actions staff implement to ensure children are safe. Examples of a specific action include:
  + Bus Monitors use a written sign-in sheet to track children’s attendance from the time a child is picked up until the child is released to the authorized adult, who also signs the sign-in sheet.
  + The monitor checks off each child’s name when the child boards and exits the bus.
  + A Head Start staff member initials the sign-in sheet when meeting children at the bus to bring them to their classroom.
  + On the trip home, each parent, guardian, or authorized individual initials the sign-off sheet when his or her child gets off the bus.

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