

*New form completed for each route

School Transportation Form for EXEMPT PROVIDERS

Week of: October 2 – 6, 2024

Facility Name: ABC Learning Center Phone #: 770-456-7890 Staff on Vehicle: Betty Smith

Vehicle Tag Number APK178

Identifying facility
information

	Pick-up Location	Delivery Location
AM Route	ABC Learning Center	East Side Elementary
PM Route	East Side Elementary	ABC Learning Center

Identifying information
for drop off and pick up
locations

School Transportation Plan (use one form per school)

School Transportation Plan (use one form per school)		Mark for each child:																COMMENTS					
		√= Load/Unload								A= Absent													
		MON				TUES				WED				THURS						FRI			
		AM		PM		AM		PM		AM		PM		AM		PM				AM		PM	
Child's First & Last Name		L	U	L	U	L	U	L	U	L	U	L	U	L	U	L	U	L	U	L	U		
Hayden Hicks		√	√	√	√	√	√	A	A	√	√	√	√	A	A	A	A	√	√	√	√		
Camryn Jones		√	√	√	√	A	A	√	√	√	√	√	√	√	√	√	√	√	√	√	√		
Travis Mitchel		A	A	A	A	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√		
Bella Lewis		√	√	√	√	√	√	√	√	A	A	√	√	√	√	√	√	√	√	√	√		
Transported children listed here (first and last names)																							

Friday 10/6 – there was a wreck that caused delay in traffic and more than 45 min.

Check on and off of vehicle here. Make sure nothing is left blank

Date of travel		Depart Time: (from facility)	Load/Unload Time: (at school)	Return Time: (to facility)	FIRST CHECK	SECOND CHECK	If applicable, signature of staff who reported by phone that vehicle checked:	If applicable, name of person reported to:
					Signature of staff - no child left:	Signature of staff - no child left:		
MONDAY DATE 10/2/23	AM	7:00 am	7:10 am	7:20 am	Betty	Laura Waters		
	PM	2:50 pm	3:00 pm	3:10 pm	Betty	Laura Waters		
TUESDAY DATE 10/3/23	AM	7:00 am	7:10 am	7:20 am	Betty	Laura Waters		
	PM	2:50 pm	3:00 pm	3:10 pm	Betty	Laura Waters		
WEDNESDAY DATE 10/4/23	AM	7:00 am	7:10 am	7:20 am	Betty	Laura Waters		
	PM	2:50 pm	3:00 pm	3:10 pm	Betty	Laura Waters		
THURSDAY DATE 10/5/23	AM	7:00 am	7:10 am	7:20 am	Betty	Laura Waters		
	PM	2:50 pm	3:00 pm	3:10 pm	Betty	Laura Waters		
FRIDAY DATE 10/6/23	AM	7:00 am	7:10 am	7:20 am	Betty	Laura Waters		
	PM	2:50 pm	3:00 pm	4:15 pm	Betty		Betty	Patsy Collins

If an additional staff person is not available to conduct a 2nd check, a phone call must be made. Document signature of staff who reported by phone and staff person reported to

Revised 9/25/24

Revised 10/1/23

Departure (when vehicle leaves center), load/unload (when children load/unload vehicle), and return (to center) times listed for each trip.

Signature of staff person who has checked vehicle to ensure all children are off (1st check)

Signature of additional staff person who has checked vehicle to ensure all children are off (2nd check)