

Transportation Log Guidelines

1. All transportation logs must be signed by both the bus attendant **and the Principal/Supervisor**. The signature must be legible and the attendant's name should be printed below the signature line.
2. All transportation logs must be completed using either black or blue ink. Logs completed in pencil, crayon, colored gel pens, markers, highlighter etc. are difficult to read and do not allow for proper scanning.
3. All transportation logs must indicate both the AM and PM service. Do not leave a box blank or split a box to include both AM and PM.
 - a. Use an **X** if the student rode the bus and an **O** if the student did not ride the bus.
 - b. Use a separate box for AM and PM whether **X** or **O**. Logs that are received with just an **X** per date do not properly record the services for the day as there is no indication if the mark is for AM or PM transport.
 - c. Do not use any other symbols to indicate if the student rode the bus. Only an **X** or **O** should be used to indicate ridership.
4. All transportation logs should only have a service entry on a date that schools are in session. Holidays or days that the building is closed should not be recorded with an **X**. An **O** may be used to indicate the student did not ride the bus on that date.
5. All transportation logs should only have the **X** or **O** in the box. The attendant should not draw lines through the boxes, write comments on the student line or make notes in the boxes on the transportation log. There should not be check marks or other symbols used when recording the service.
6. All transportation logs should be safely secured and maintained. The log form should not be folded, ripped or creased.
7. All transportation logs should be neat and legible. The logs should not reflect coffee or food stains or be tattered on the edges.
8. All transportation logs should be submitted to the Transportation office in a timely fashion. The completed/signed log should be received in the Transportation office by the 6th day of the following month to allow for proper processing. September logs are due by October 6th, October logs are due by November 6th, etc.
9. Any logs that do not meet the above criteria will be returned for correction.