TRANSPORTATION MONITORING CHECKLIST

MONITORED BY DATE CIRCLE ONE

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| Morning run |  |
| Did Driver have a current copy of run schedule for each route | Y/N |
| Did Driver possess a transportation log for each route which included the name of each child | Y/N |
| Did Driver record the time that each child was picked up and dropped at the center | Y/N |
| Was each child seated where they were assigned | Y/N |
| Did the Driver or Monitor receive any paperwork to be presented back to teacher | Y/N |
| Was the bus running on or near the scheduled time | Y/N |
| Did the Driver approach each stop in the proper manner I.E. activating loading/unloading lights | Y/N |
| Were proper railroad crossing procedures followed | Y/N |
| Did Driver maintain an appropriate distance between the bus and the vehicle ahead | Y/N |
| Were posted speed limits obeyed | Y/N |
| Were all traffic signals/stop signs obeyed | Y/N |
| Did the Monitor receive the child and seat the child in a timely manner when making the pickup | Y/N |
| Were children monitored and/or attended to during the run | Y/N |
| Was the educational staff ready to receive the children at the designated time when unloading at the center | Y/N |
| Was a check for children/personal items performed after the children were unloaded | Y/N |
| Were mail folders/crate returned to the center | Y/N |
| Afternoon return | Y/N |
| Did the Driver or Monitor receive any correspondence or papers to be delivered to parent | Y/N |
| When loading at the center were the children dressed to go home I.E. coats, sweaters, backpacks ETC. | Y/N |
| Were children ready to be released to the Driver and Monitor at the designated time | Y/N |
| Were ID badges provided to child upon boarding the bus for return trip home | Y/N |
| Did the Driver record the time for each child when picked up at the center | Y/N |
| Did each child have an assigned seat | Y/N |
| Was each child secured in the restraint system provided | Y/N |
| Were ID badges removed by Monitor prior to releasing child to authorized individual | Y/N |
| Did Driver check ID badge for authorized individuals and request identification from the receiving individual | Y/N |
| Did Driver record the time when each child was released to parent | Y/N |
| Was any mail or other materials given to the receiving individual | Y/N |
| Were all ID badges accounted for at the end of the run | Y/N |
| Was a check for clothing and/or other items made as each child was released | Y/N |
| Was a check for children made at the end of the run | Y/N |
| At the end of the bus run, were children’s photo IDs taken to the bus garage and placed in a locked file cabinet | Y/N |

REMARKS