Each day, child care centers which own, operate, or contract with transportation services for children must <u>use a log</u> to record the arrival and departure of each child scheduled for transportation.

Instructions for Teachers (who are responsible for the daily transportation process): Indicate each vehicle's arrival and departure times, and record the status of each child's arrival and departure using the codes noted below. Additional information about the child's status should be noted in the Comments column. <u>Use **ONLY** the following codes</u>:

✔ = Child is accounted for.

❓ = Child is not accounted for but was previously scheduled for transportation. **Immediately**:
- Verify the child's whereabouts with the driver <u>and</u> notify the center administrator.
- Contact the child's emergency contacts to report the child's absence.

N/S = Child not scheduled for this transportation route.

Date (mm/dd/yyyy): _____

Vehicle's Arrival and Departure Times from Center: Arrival Time: _____   Departure Time: _____

Teacher(s) Accounting for Each Transported Child: (Name AM): _____   (Name PM): _____

Transportation/ Bus Service Name, Address, & Phone: _____

_____   ✆: _____ - _____ - _____

	Child's Name (First, Last)	Child Arrival Status (use above code)	Child Departure Status (use above code)	Comments (i.e. schedule changes, follow-up)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

The NYC Health Code, Article 47, Section 47.65(g) requires child care centers which own, operate, or contract with transportation services for children keep a Daily Transportation Log on file for at least six months and make such records available for inspection by the Health Department upon request.