

ROUTE SERVICE TRIP ROSTER

(This roster will be used when children are transported along a scheduled route)

The licensing regulations for Arkansas child care facilities require a roster be used to check children on and off the vehicle when picked up and dropped off. This roster asserts accountability on those involved and responsible for safe transportation of any child in their custody. This roster will be completed and certified at the appropriate time an action is accomplished. To insure adherence to the requirements of the regulations, each trip must be documented separately and all actions and signatures completed in a timely manner. This form may be preprinted with the facility name and child's name and age or DOB ONLY!

Facility Name	Vehicle Tag #	# Passenger Seats
Driver's Name (Print)	Driver's Signature (See Certification Below)	

(Driver's Certification: By signing above, I certify that I have conducted a pretrip inspection of the vehicle and have determined the vehicle to be in safe operation condition, and further certify that I am in good health and physically able to perform all duties of a driver in a safe manner.)

Trip Date	Route Departure Location	Route Departure Time	Arrival Location	Arrival Time
Name of Staff/Aide On Board Vehicle:				

Child's Name	Age or DOB	<u>Absent</u> = A	<u>Loaded</u> <i>Driver Initials</i>	<u>Load Time</u>	<u>Unloaded</u> <i>Driver Initials</i>	<u>Unload Time</u>	<u>Transfer Custody To/From</u>

Signature of Driver – NO CHILD LEFT!	Signature of Staff – NO CHILD LEFT!
Signature of Director or Designee (1) – Verified Safe Transition from Vehicle to Classroom!	
	Date

The proper utilization of this roster along with required child safety alarm devices and appropriate loading and unloading procedures are critical to insuring the safety of all children transported. Failure to do so may result in loss of your privilege to provide transportation services.