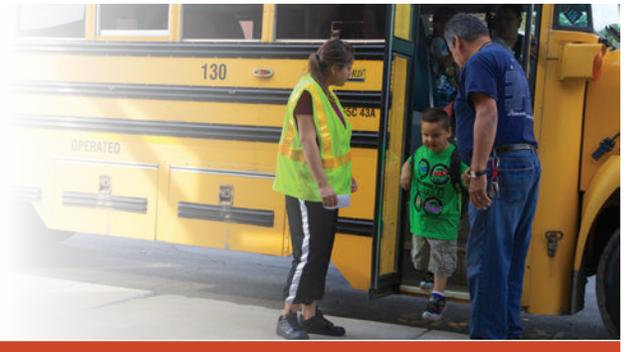


Directions for Bus Sign-in Sheet



This is a sample Sign-in Sheet that you can use as children get on and off the bus. The Sign-in Sheet tracks children as they

1. **Board the bus at their bus stop.**
 2. **Get off at the program.**
 3. **Board the bus at the program.**
 4. **Get off at their bus stop.**
- It allows you to list up to three children at each group stop. Add more rows if needed for any stop.
 - Enter only one name per stop if you provide door-to-door service.
 - Print as many sheets as you need for **ALL** the children on the route.
 - Include a photo with each child for name to face recognition.
 - Remember, this is just a sample and you can change it to work for your program!
 - Drivers and monitors need to sign each Sign-in Sheet at the end of every run.



Bus Sign-in Sheet



Date: _____

Bus Number: _____ Route: _____

1. Board the bus at their bus stop.

		AM		PM	
		Family member or authorized adult	Teacher/ Assistant Teacher	Teacher/ Assistant Teacher	Family member or authorized adult
Child's Photo Here	_____ Child's Name	Time	Time	Time	Time
Child's Photo Here	_____ Child's Name	Time	Time	Time	Time
Child's Photo Here	_____ Child's Name	Time	Time	Time	Time

2. Get off at the program.

		AM		PM	
		Family member or authorized adult	Teacher/ Assistant Teacher	Teacher/ Assistant Teacher	Family member or authorized adult
Child's Photo Here	_____ Child's Name	Time	Time	Time	Time
Child's Photo Here	_____ Child's Name	Time	Time	Time	Time
Child's Photo Here	_____ Child's Name	Time	Time	Time	Time

Bus Sign-in Sheet

3. Board the bus at the program.					
		AM		PM	
		Family member or authorized adult	Teacher/ Assistant Teacher	Teacher/ Assistant Teacher	Family member or authorized adult
Child's Photo Here	_____	Time	Time	Time	Time
	Child's Name				
Child's Photo Here	_____	Time	Time	Time	Time
	Child's Name				
Child's Photo Here	_____	Time	Time	Time	Time
	Child's Name				

4. Get off at their bus stop.					
		AM		PM	
		Family member or authorized adult	Teacher/ Assistant Teacher	Teacher/ Assistant Teacher	Family member or authorized adult
Child's Photo Here	_____	Time	Time	Time	Time
	Child's Name				
Child's Photo Here	_____	Time	Time	Time	Time
	Child's Name				
Child's Photo Here	_____	Time	Time	Time	Time
	Child's Name				

Bus Driver and Bus Monitor Signature for Final Check

Bus Driver signature am _____

Bus Monitor signature am _____

Bus Driver signature pm _____

Bus Monitor signature pm _____