

# Directions for 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.

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.**



# Sign-in Sheet



Date: \_\_\_\_\_

Bus # \_\_\_\_\_ Route # \_\_\_\_\_

1. Board the bus at their bus stop.				
Child's Name	am		pm	
	Family member or authorized adult	Teacher/teacher Assistant	Teacher/teacher Assistant	Family member or authorized adult
	TIME	TIME	TIME	TIME
Child's Name				
Child's Name				
Child's Name				

2. Get off at the program.				
Child's Name	am		pm	
	Family member or authorized adult	Teacher/teacher Assistant	Teacher/teacher Assistant	Family member or authorized adult
	TIME	TIME	TIME	TIME
Child's Name				
Child's Name				
Child's Name				

3. Board the bus at the program				
Child's Name	am		pm	
	Family member or authorized adult	Teacher/teacher Assistant	Teacher/teacher Assistant	Family member or authorized adult
	TIME	TIME	TIME	TIME
Child's Name				
Child's Name				
Child's Name				

4. Get off at their bus stop				
Child's Name	am		pm	
	Family member or authorized adult	Teacher/teacher Assistant	Teacher/teacher Assistant	Family member or authorized adult
	TIME	TIME	TIME	TIME
Child's Name				
Child's Name				
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 \_\_\_\_\_

*School readiness begins with health!*