

## **Statement of Deficiencies**

### **2103-F: Passenger Transportation Log**

**Not Met**

#### 2103-F: Passenger Log

1. A current passenger log for each trip shall be used to track children and staff during transportation.
2. The log shall be maintained on file at the center and a copy shall be provided to the driver or monitor.
3. The following shall be recorded in the passenger log:
  - a. date the transportation is provided;
  - b. name of the child;
  - c. name of driver and staff members;
  - d. pick up and drop off locations;
  - e. time child was placed on the vehicle;
  - f. time child was released and name of the person or entity to whom child was released; and
  - g. signature of staff person completing the log.

#### **Finding:**

2103-F Based on record review: The Center's current Passenger transportation log provided by the center driver or attendant was incomplete as it did not include time child was released. On 1/12/17 the Specialist identified that S11 has not documented the release time for C9 and C10 for the following days this week 1/9/17, 1/10/17, 1/11/17 and 1/12/17.

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