

Statement of Deficiencies

2103-F: Passenger Transportation Log

Not Met

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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 to the center driver or attendant was incomplete as it did not include date the transportation is provided, name of the child, name of driver and staff members, pick up and drop off locations, time child was placed on the vehicle, time child was released and name of the person or entity to whom child was released, signature of staff person completing the log. S3 did not have the logs available for review on the center premises.
