

## 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 by the driver or attendant was incomplete as it did not include: the date the transportation is provided on 9/25/2017, time child was released at school for 1 child on 9/28/3027, 9/29/3027, 9/20/2017, 9/21/2017, 9/22/2017, and 9/25/2017, time child was released at KKLA for 4 children on 9/18/2017, 9/19/2017, 9/20/2017, 9/21/2017, and 9/22/2017.

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