

TRANSPORTATION REPORTS

SCHEDULED DEADLINES

SUBMIT FORMS INTO THE DROP BOX, KEEP ORIGINALS

ALL FORMS CAN BE FOUND ON NINOS INC. WEBSITE

Safety Drills Submit 5 times a year

**Pedestrian, Bus /Van Evacuation Drill, Relocation Drill, & Transportation Control Summary
1st 30 days of school, 2nd week of Dec., 2nd week of March, Summer I & Summer II**

Severe Weather Submit 3 times a year

1st 30 days of school, 2nd week of Dec. 2nd week of March

REPORTS LISTED BELOW FOR CENTERS THAT PROVIDE TRANSPORTATION ONLY!

Transportation Route Submit 5 times a year

**1st 30 days of school, 2nd week of Dec., 2nd week of March, Summer I & Summer II
Must include Child Info., AM, PM, and Alternative routes**

Driver Checklist 3 Times a year

1st 30 days of school, 2nd week of Dec. 2nd week of March

Transportation Cost Analysis Submit 5 times a year

1st 30 days of school, 2nd week of Dec., 2nd week of March, Summer I & Summer II

Transportation Daily Reports Submit Weekly

**Daily Student Bus Roster
Daily Bus/Van Sign IN/Out Sheet
Daily Pre/Post Vehicle Trip Inspections
Daily Vehicle Travel Log**

**IMPORTANT: ALL ORIGINAL TRANSPORTATION
DOCUMENTATIONS FORMS MUST BE KEPT IN FILE AT
EACH HEADSTART CENTER !!**