



# Bus Sign-in Sheet

Head Start and Early Head Start programs must make sure that children are never unsupervised on buses and that they are released only to authorized adults. Use this sign-in sheet to track children as they get on and off the bus.

The sign-in sheet needs two sets of initials each time a child gets on and off the bus. Track children as they:

## 1 Board the bus at their bus stop

The family member or other authorized adult who puts the child on the bus and the bus monitor who receives the child should write their initials on the sign-in sheet.

## 2 Get off at the program

The bus monitor who releases the child from the bus and the teacher or teacher's aide who receives the child should write their initials on the sign-in sheet.

## 3 Board the bus at the program

The teacher or teacher's aide who puts the child on the bus and the bus monitor who receives the child should write their initials on the sign-in sheet.

## 4 Get off at their home bus stop

The bus monitor who releases the child from the bus and the family member or other authorized adult who receives the child should write their initials on the sign-in sheet.



All Head Start staff should identify each child with name-to-face recognition, which means they confirm the child's name and match the child to their photo. The sign-in sheet should have a current photo of every child. Drivers and monitors need to inspect the bus at the end of every run to make sure no children are on the bus; then sign the sheet and give it to the program the next day.

If a family member asks to pick up their child from the program instead of sending them home on the bus, add a note to the sign-in sheet that the child will not take the bus home.

This is a sample sheet that you may adapt for your program. Add more rows if needed. Print separate sheets for each bus route.



# Bus Sign-in Sheet

Date:	Route:				
Add child's photo here.	Name				
	<b>Board Bus at Home</b>	Family Member Initial	<b>Board Bus at Program</b>	Bus Monitor Initial	Notes
		Bus Monitor Initial		Teacher Initial	
	<b>Get off Bus at Program</b>	Teacher Initial	<b>Get off Bus at Home</b>	Bus Monitor Initial	
		Bus Monitor Initial		Family Member Initial	
Add child's photo here.	Name				
	<b>Board Bus at Home</b>	Family Member Initial	<b>Board Bus at Program</b>	Bus Monitor Initial	Notes
		Bus Monitor Initial		Teacher Initial	
	<b>Get off Bus at Program</b>	Teacher Initial	<b>Get off Bus at Home</b>	Bus Monitor Initial	
		Bus Monitor Initial		Family Member Initial	
Add child's photo here.	Name				
	<b>Board Bus at Home</b>	Family Member Initial	<b>Board Bus at Program</b>	Bus Monitor Initial	Notes
		Bus Monitor Initial		Teacher Initial	
	<b>Get off Bus at Program</b>	Teacher Initial	<b>Get off Bus at Home</b>	Bus Monitor Initial	
		Bus Monitor Initial		Family Member Initial	
Add child's photo here.	Name				
	<b>Board Bus at Home</b>	Family Member Initial	<b>Board Bus at Program</b>	Bus Monitor Initial	Notes
		Bus Monitor Initial		Teacher Initial	
	<b>Get off Bus at Program</b>	Teacher Initial	<b>Get off Bus at Home</b>	Bus Monitor Initial	
		Bus Monitor Initial		Family Member Initial	
Add child's photo here.	Name				
	<b>Board Bus at Home</b>	Family Member Initial	<b>Board Bus at Program</b>	Bus Monitor Initial	Notes
		Bus Monitor Initial		Teacher Initial	
	<b>Get off Bus at Program</b>	Teacher Initial	<b>Get off Bus at Home</b>	Bus Monitor Initial	
		Bus Monitor Initial		Family Member Initial	
Add child's photo here.	Name				
	<b>Board Bus at Home</b>	Family Member Initial	<b>Board Bus at Program</b>	Bus Monitor Initial	Notes
		Bus Monitor Initial		Teacher Initial	
	<b>Get off Bus at Program</b>	Teacher Initial	<b>Get off Bus at Home</b>	Bus Monitor Initial	
		Bus Monitor Initial		Family Member Initial	
Add child's photo here.	Name				
	<b>Board Bus at Home</b>	Family Member Initial	<b>Board Bus at Program</b>	Bus Monitor Initial	Notes
		Bus Monitor Initial		Teacher Initial	
	<b>Get off Bus at Program</b>	Teacher Initial	<b>Get off Bus at Home</b>	Bus Monitor Initial	
		Bus Monitor Initial		Family Member Initial	

Bus Driver and Bus Monitor Signatures Acknowledging Bus Inspection

<p><b>Morning</b></p> <p>Bus Driver signature _____ Time: _____</p> <p>Bus Monitor signature _____ Time: _____</p>	<p><b>Afternoon</b></p> <p>Bus Driver signature _____ Time: _____</p> <p>Bus Monitor signature _____ Time: _____</p>
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