## Attachment 3: Template for listing, logging and checking children being transported through the School Bus Program

ELV [insert centre name] log and record of children being transported via the School Bus Program

Day and date: [insert]

Log completed by: [insert staff member name]

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Child’s full name** | **Collected from bus** **(write yes or no)** | **Staff member initial and time of collection**  | **Signed in to Kidsoft** **(initial)** | **Signed out of Kidsoft** **(initial)** | **Escorted to the bus** **(write yes or no)** | **Staff member initial and write time of departure** | **Name of parent of any child not on bus contacted, including time of contact** | **Additional comments** |
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