



Bus Passenger Record Form

This form is required to be completed for safety reasons. This form should be completed as people get on or disembark from the bus.

Date: _____

Driver: _____

	Name	Pickup Location	Time In	Time Out
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
After the Trip			Comments	
Checked that the bus is clean, tidy and that no one is left onboard			Yes / No	
If doing multiple stops (e.g. on an outing), you must complete a roll call to check that everyone is back on board before leaving.				

* Only one person per seat

** The front seat should only be used for a person over the age of 12

*** Children must have appropriate child restraints



Bus Passenger Record Form

This form is required to be completed for safety reasons. This form should be completed as people get on or disembark from the bus.

Date: _____

Driver: _____

	Name	Pickup Location	Time In	Time Out
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
After the Trip			Comments	
Checked that the bus is clean, tidy and that no one is left onboard			Yes / No	
If doing multiple stops (e.g. on an outing), you must complete a roll call to check that everyone is back on board before leaving.				

* Only one person per seat

** The front seat should only be used for a person over the age of 12

*** Children must have appropriate child restraints