

Form Example and Tips

ATTENDANCE: Mark whether each student was absent or present on the bus for each AM

Present: ✓
Absent: A

DATE: Fill in all dates of service and include the day, month, and year

		01 / 01 / 2022	
Student Name	Date of Birth	AM	PM
John Doe	1/1/2010	✓	✓
Jane Doe	1/1/2011	✓	A
Joe Smith	AB 1/1/2012		

NAME AND SIGNATURE: Print your name and sign for each log completed

Driver Name	
Driver Signature	

ERRORS AND CORRECTIONS: Strike through any errors using a single line and sign your initials. Write any additional corrections neatly.