**Agency Name**

**Transit Policies and Procedures**

|  |  |
| --- | --- |
| **Subject** | Driver’s Log/Manifest |
| **Section** | Personnel |
| **Effective Date** |  |
| **Approved By** |  |
| **Approval Date** |  |

**Purpose**

Create a process for drivers to record data for reporting purposes.

**Definitions**

*Manifest:* A list of passengers.

**Procedure**

Provide drivers with a clipboard containing blank log/manifest templates or a printed manifest that lists the scheduled passengers for the shift. Train drivers to enter the data in the appropriate fields as passengers enter and exit the vehicle. Drivers are responsible for the accuracy and legibility of the data entered on the log/manifest.

**Responsibilities**

Drivers are responsible for completing the daily log/manifest and submitting it to the appropriate office personnel along with any receipts, passenger communications, or incident reports.

**Example**

Driver:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_

Vehicle Fleet Number: \_\_\_\_\_\_\_\_\_\_\_\_\_ Odometer Start: \_\_\_\_\_\_\_\_ End:\_\_\_\_\_\_\_\_

Fuel Gallons Added:\_\_\_\_\_\_\_\_\_\_ Refueling Mileage:\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name | Address | Area of Drop Off | Pass Pick up Mileage | Pass Pick up Time | # Pass on  Board | Pass  End Mileage | Pass End Time | Total Pass Miles | Total Pass  Mins. | Collected Fares |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Totals | |  |  |  |  |  |  |  |  |  |