

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										