

# Stark County Board of Developmental Disabilities

Transportation Procedure 034 Procedure for Completing Bus Attendance Sheets	Effective: 9/1/2015
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## **Subject: Procedure for Completing Bus Attendance Sheets**

1. Every Monday morning before the morning bus run, each bus driver will pick up from their mail box a bus roster for the week. This roster will contain the names of individuals who are assigned to that bus pre-printed and in alphabetical order located on the left side of the form. The bus roster is to be picked up before the bus run.
2. Supported Employment staff are to obtain attendance forms from the SE Operations Manager.
3. This pre-printed form will also show the month, year and dates corresponding to each day of the week.
4. This attendance sheet is designed to show the number of trips to and also the number of trips from a program site. Thus, there will be two different areas to mark for each day of the week, for each individual assigned to the bus.

“I” is for in to the program site on the morning run

“O” for out of the program site on the afternoon run

5. For each individual, each day, the “I” and “O” area shall be marked with either a “/” **slash mark for present** or just **leave blank for absent** for those not riding the bus. If you make a mistake and mark an individual present who was absent, place a circle around your slash mark and initial it. **Do not use white out.**
6. After each run has been completed, the **driver will initial** in the space provided. A Substitute Driver will initial where the regular driver would. Should a substitute driver only drive either a morning run or an afternoon run, both drivers will initial for that run. A driver will sign his/her name, along with the rider, in the space provided on the roster.
7. There may be an instance when the name of an individual riding the bus/van will not be on the roster and will need to be added to the roster. When this happens:
  - A. Please print the full name of the individual at the bottom of your roster, in the space provided, and mark the appropriate “I” and/or “O” areas on the day he/she rode the bus.
  - B. When you receive your next roster the change will be made, if appropriate.
8. If a person no longer rides your bus/van, for any reason, but still appears on your roster, just draw a line through the name of the individual and leave blank “I” and “O”. That person will be deleted from your roster on the next week’s attendance forms.

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9. For Bus drivers, all rosters are to be filled out, initialed, signed, and put back into your mailbox by Friday afternoon before you leave. Substitute drivers are to put the roster in the mail box of the driver they are subbing for.

10. For SE van drivers, all rosters are to be filled out, initialed, signed, and handed in every Friday afternoon to the SE Operations Manager.

\* It is ***IMPORTANT*** these steps are followed accurately. The information contained on these sheets will be the basis for the billing of any and all transportation units.

\*\* These sheets are the support documentation for an auditor when a billing audit is performed.

\*\*\* If you have any questions, please contact the Administrative Assistant/Transportation (Diane Sidwell) immediately!