**TRANSPORTATION EXCEPTIONS APPROVAL LOG (SINGLE/THIRD PARTY)**

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| Approving Supervisor’s Signature: | Date:  | Date Approval Expires:  |  (not to exceed 7 days) |

As a last resort, if a third party cannot be obtained for transport, the participants’ history, evaluation, and recent behavior are considered prior to transport. The agency approved driver’s work performance and history indicates no inappropriate behavior is likely to occur. If the driver is transporting a single participant in a vehicle, there is evidence that the program supervisor is aware (prior to the transportation) and consent is documented accordingly.

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| **Participants approved for single transport if necessary** | **Staff approved for providing single transport if necessary** |
| **PARTICIPANTS/ female** | **PARTICIPANTS/ male** | **STAFF** |
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| Updates to the approved list of participant and staff approved for single transport if necessary. |
| PARTICIPANTS | STAFF |
| NAME | DATE | SUPERVISOR | NAME | DATE | SUPERVISOR |
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* Documentation of each participant transport must be completed in the Program Log Book.
* Documentation of each trip/transport must be completed on the Travel Log for the vehicle used.

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