**Travel Log/Van**

**CINS/FINS**

**CDS Family & Behavioral Health Services, Inc.**

Participants Names listed below must also be documented in the Program Log Book as leaving/ returning**. Vehicle: \_\_\_\_\_\_\_\_\_\_\_**

**Use only Black Ink to document on this Travel Log**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Destination/Purpose | Start of Trip | | | End of Trip | | | Name of Adults  ( 1st Initial, Last name) | |
|  | **Indicate trip specific destination, why travel is occurring.** | **Departure Time** | **# of px** | **Starting mileage** | **Return Time** | **# of px** | **Ending mileage** | **Driver** | **2nd Adult** |
|  |  |  |  |  |  |  |  |  |
| **Name(s) of px’s leaving site. Refer to TRANSPORTATION EXCEPTIONS APPROVAL LOG**  **Single Transport of Px 1st Initial, Last name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Approval Y/N Supervisor Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­ Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | **Name(s) of px’s returning to site. Refer to TRANSPORTATION**  **EXCEPTIONS APPROVAL LOG**    **Single Transport of Px 1st Initial, Last name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**    **Supervisor Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­**  **Approval Y/N Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| Date | **Indicate trip specific destination, why travel is occurring.** | **Departure Time** | **# of px** | **Starting mileage** | **Return Time** | **# of px** | **Ending mileage** | **Driver** | **2nd Adult** |
|  |  |  |  |  |  |  |  |  |
| **Name(s) of px’s leaving site. Refer to TRANSPORTATION EXCEPTIONS APPROVAL LOG**  **Single Transport of Px 1st Initial, Last name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Approval Y/N Supervisor Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­ Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | **Name(s) of px’s returning to site. Refer to TRANSPORTATION**  **EXCEPTIONS APPROVAL LOG**  **Single Transport of Px 1st Initial, Last name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**    **Supervisor Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­**  **Approval Y/N Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
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|  |  |  |  |  |  |  |  |  |
| **Name(s) of px’s leaving site. Refer to TRANSPORTATION EXCEPTIONS APPROVAL LOG**    **Single Transport of Px 1st Initial, Last name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Approval Y/N Supervisor Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­ Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | **Name(s) of px’s returning to site. Refer to TRANSPORTATION**  **EXCEPTIONS APPROVAL LOG**    **Single Transport of Px 1st Initial, Last name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**    **Supervisor Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­ Approval Y/N Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
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|  |  |  |  |  |  |  |  |  |
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**Destination/Purpose: Do not use general terms such as “outing, park or meeting”. For school runs indicate which schools were included, school initials may be used. Example of PROGRAM LOG BOOK entries: Leaving- 7:35am, Staff Brown leaving for school transport with 3 females & 4 male px’s at Jenkins Middle, C.L. over turf, Whipple Tree-Interlachen Elem.** Returning- 8:50am, Staff Brown from school transport with 0 px’s.