

CHARTER SPAB BUS - VERIFICATION FORM

Date: _____ Chaperones Name (printed): _____
School: _____ Trip to: _____
Charter Company: _____ Driver's Name (printed): _____
Trip Ticket Number: _____

In accordance with VC 28160 Child Safety Alert System & Spab, Charter Buses, listed below, a chaperone is responsible to fulfill the following responsibilities.

1 Maintain a completed list of all riders on bus, students and chaperones. (Separate form)

(C) One adult chaperone has a list of every pupil and adult chaperone, including a school employee, who is on the school pupil activity bus at the time of departure.

Total number of passengers: Chaperones: _____ Students: _____

2 Review all safety and emergency procedures before the initial departure.

(D) The driver has reviewed all safety and emergency procedures before the initial departure and the driver and adult chaperone have signed a form with the time and date acknowledging that the safety plan and procedures were reviewed.

Driver Signature: _____ Chaperone Signature _____ Date & Time _____

3 Verification the number of pupils to the driver after each stop.

(E) Immediately before departure from any location, the adult chaperone shall account for each pupil on the list of pupils, verify the number of pupils to the driver, and sign a form indicating that all pupils are present or accounted for.

Chaperone Signature _____	Location _____	Number of Pupils _____
Chaperone Signature _____	Location _____	Number of Pupils _____
Chaperone Signature _____	Location _____	Number of Pupils _____
Chaperone Signature _____	Location _____	Number of Pupils _____
Chaperone Signature _____	Location _____	Number of Pupils _____

4 Confirm driver checks all areas of bus for students.

Chaperone initial

(F) After pupils have exited a school pupil activity bus, and before driving away, the driver shall check all areas of the bus, including, but not limited to, overhead compartments and bathrooms, to ensure that the bus is vacant.

5 Obtain drivers signature that all procedures where followed.

(G) The driver shall sign a form with the time and date verifying that all required procedures have been followed.

Driver Signature: _____

6 Return form to Athletic Director (for sports) or Activites Director to be sent to transportation.

(H) The information required to be recorded pursuant to subparagraphs (D), (E), and (G) may be recorded on a single form. These forms shall be retained by the school district, county office of education, charter school, or private school for a minimum of two years.