

## Student Tracking Logs

If you receive a Student Tracking Log, then you have students assigned to your route that require specific state tracking and reporting. It is important that tracking is complete, accurate and that logs are returned on the last day of the month to your supervisor.

Log Example:

Downingtown Area School District

**Student Tracking Log**

BUS 486 Month June  
 Driver \_\_\_\_\_ Year 2024

Student		Mark the box with an X for EACH AM AND PM the student rides the bus-Leave Blank if student does not ride.																											
		M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F			
Building	Name	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28								
SCES	John Smith																												

How to Complete Log:

- Mark an X in the box for each AM and each PM the listed student is transported.
- If the student is not transported for any part of the day, leave that area blank.
- If a student is not listed on your monthly log, tracking is not required.
- Return your completed log to your Supervisor on the last day of each month.
- You will receive a new log for each month.

Example:

Downingtown Area School District

EXAMPLE

**Student Tracking Log**

BUS 503 Month October  
 Driver John Hancock Year 2022

Student		Mark the box with an X for EACH AM AND PM the student rides the bus-Leave Blank if student does not ride.																														
		M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F	M	Tu	W	Th	F	M					
Building	Name	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31										
DHSW	George Bob	X	X	X			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X				
DHSW	Johnny Appleseed	X	X	X	X	X											X	X	X	X	X	X	X	X	X	X	X	X				
LMS	Bobby Lou PM ONLY	X	X		X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X										