FORTNIGHTLY REPORT SHEET

WEEK COMMENCING: _____   **ROUTE:** _____   **SUPPLIER:** _____
(COMPANY NAME)

MONDAY

Name of Driver:_____   **Name of Attendant**: _____   **Vehicle Reg:** _____

* If NO, briefly explain why:

Depart as scheduled to collect first passenger / arrive at school on time?   am: **YES / NO** _____

Arrival at school   **am:** _____ **pm:** _____   pm: **YES / NO** _____

Depart school   **am:** _____ **pm:** _____

Issues / Absences (+ brief details): _____

_____

TUESDAY

Name of Driver:_____   **Name of Attendant**: _____   **Vehicle Reg:** _____

* If NO, briefly explain why:

Depart as scheduled to collect first passenger / arrive at school on time?   am: **YES / NO** _____

Arrival at school   **am:** _____ **pm:** _____   pm: **YES / NO** _____

Depart school   **am:** _____ **pm:** _____

Issues / Absences (+ brief details): _____

_____

WEDNESDAY

Name of Driver:_____   **Name of Attendant**: _____   **Vehicle Reg:** _____

* If NO, briefly explain why:

Depart as scheduled to collect first passenger / arrive at school on time?   am: **YES / NO** _____

Arrival at school   **am:** _____ **pm:** _____   pm: **YES / NO** _____

Depart school   **am:** _____ **pm:** _____

Issues / Absences (+ brief details): _____

_____

THURSDAY

Name of Driver:_____   **Name of Attendant**: _____   **Vehicle Reg:** _____

* If NO, briefly explain why:

Depart as scheduled to collect first passenger / arrive at school on time?   am: **YES / NO** _____

Arrival at school   **am:** _____ **pm:** _____   pm: **YES / NO** _____

Depart school   **am:** _____ **pm:** _____

Issues / Absences (+ brief details): _____

_____

FRIDAY

Name of Driver:_____   **Name of Attendant**: _____   **Vehicle Reg:** _____

* If NO, briefly explain why:

Depart as scheduled to collect first passenger / arrive at school on time?   am: **YES / NO** _____

Arrival at school   **am:** _____ **pm:** _____   pm: **YES / NO** _____

Depart school   **am:** _____ **pm:** _____

Issues / Absences (+ brief details): _____

_____

Examples of what to record: **Issues** = contractor/driver concerns, lateness of contractor or passengers (eg. always waiting either end of day, include times), significant difficulties/concerns with a passenger(s) – please give explanations (if on-going or serious, complete a separate report form.
Absences = name + reason (use these codes – **1=** office advised, **2 =** informed on arrival at pick up, **3 =** no answer at home, **4 =** waited 5+ mins past scheduled arrival time – no show, **5 =** parent/carer took in, **6 =** other and explain**.**
NEVER USE A PASSENGER'S FULL NAME – ALWAYS USE INITIALS.

WEEK COMMENCING: _____   **ROUTE:** _____   **SUPPLIER:** _____
(COMPANY NAME)

MONDAY

Name of Driver:_____   **Name of Attendant**: _____   **Vehicle Reg:** _____

* If NO, briefly explain why:

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Arrival at school   **am:** _____ **pm:** _____   pm: **YES / NO**   _____

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* If NO, briefly explain why:

Depart as scheduled to collect first passenger / arrive at school on time?   am: **YES / NO**   _____

Arrival at school   **am:** _____ **pm:** _____   pm: **YES / NO**   _____

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Issues / Absences (+ brief details): _____

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WEDNESDAY

Name of Driver:_____   **Name of Attendant**: _____   **Vehicle Reg:** _____

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Arrival at school   **am:** _____ **pm:** _____   pm: **YES / NO**   _____

Depart school   **am:** _____ **pm:** _____

Issues / Absences (+ brief details): _____

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THURSDAY

Name of Driver:_____   **Name of Attendant**: _____   **Vehicle Reg:** _____

* If NO, briefly explain why:

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Arrival at school   **am:** _____ **pm:** _____   pm: **YES / NO**   _____

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Issues / Absences (+ brief details): _____

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FRIDAY

Name of Driver:_____   **Name of Attendant**: _____   **Vehicle Reg:** _____

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Arrival at school   **am:** _____ **pm:** _____   pm: **YES / NO**   _____

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