**2.18 DAILY TRIP LOG**

**Purpose:**

To ensure daily trip logs are completed

**Policy:**

All drivers of the company will complete a daily trip log

Daily trip logs will be completed on the agency Daily Trip Log Form and shall document the following:

1. Date of service;

1. Driver’s name (as it appears on state issued Driver’s License);
2. Driver’s signature (written or digital);
3. Attendant’s full name (if applicable);
4. Member’s name;
5. Member’s or attendant’s signature (if applicable);
6. Vehicle Identification Number (VIN) or other identifying number on file with the Contractor;
7. Mode of transportation authorized;
8. A unique transportation provider number, assigned by Contractor. For providers of ambulance service, the DMAS ambulance provider number shall be utilized;
9. Actual start time (from base station) (in military time);
10. Each authorized member transported with the actual pick-up time (in military time);
11. Member no-show indicator;
12. Each actual drop off time (military time) for authorized member;
13. Actual number of wheel chairs, attendants, and children, per trip;
14. Actual return time (to base station) in military time;
15. Authorized stamp or signature of the company; and,
16. Transportation Provider trip cost per trip leg
17. Other pertinent information regarding completion of the trips

The client transported shall sign the Daily Trip Log Form

If the Member is not physically or mentally capable of signing the trip log, the driver should attempt to obtain a signature from the pick-up or drop off address (facility). The representative should sign their own name, not the Member’s name. If no facility representative is able or willing to sign the trip log, the driver must place "Member is unable to sign" and his initials in the Member signature line and give specific information supporting why Member signature is unavailable in the driver’s comments line. Under no circumstances should anyone other than the Member sign the Member’s name.

Daily Trip Log Form shall be provided by the driver to the office staff at the end of the driver’s scheduled hours.