

# Imagine Support Services, LLC

## Transportation Checklist

Date: \_\_\_\_\_

Driver: \_\_\_\_\_

### Pre-Transport Checklist

Checklist Item	Yes	No
There are no obstacles in the way.		
The vehicle is fit to drive.		
There are no loose items that pose a danger in the vehicle.		
There is a working cell phone in the vehicle. Cell phones are not to be used during transport.		
There is first aid kit, working flashlight, and drinking water in the vehicle.		
There is a list of emergency phone numbers, either printed or in the working cell phone, in the vehicle.		

### Boarding/Disembarking Checklist

Checklist Item	IN	Seat Belt	OUT
Passenger 1:			
Passenger 2:			
Passenger 3:			
Passenger 4:			
Passenger 5:			
Passenger 6:			
Checklist Item	Yes	No	
All children are in proper boosters, car seats, as required.			
Everyone has their seatbelt properly fastened.			
Seating arrangements are conducive to safe transport.			
Drop-off instructions are known for each passenger.			

In the event of a transportation emergency:

1. Notify emergency personnel as necessary.
2. Provide first aid as necessary.
3. Notify management at (623) 271-8014 as soon as it is practical to do so safely.
4. File an incident report. This form shall accompany the incident report.