



DAILY TRIP LOG

Times must be in Military time

PROVIDER NAME

DATE OF TRANSPORTATION

DRIVER'S NAME

VEHICLE # / VIN

	Date of Service	Trip #	Member's Name	Pick-up Time	Drop-off Time	Total Trip Mileage	Member's Signature
1							
2							
3							
4							
5							
6							
7							
8							

****Note**** A trip is considered one leg of transport, or one pick-up and drop off at a destination. Example: picking up member at their residence and taking them to the doctor's office would be considered one trip leg; picking up the member at the doctor's office and transporting them home would be a second trip leg. Each leg of the transport must be documented on separate lines. A signature is required for each leg of the transport. Pick-up and drop-off times must be documented and in military time.

Driver's Comments: _____

I hereby certify that all listed above is true, correct and accurate: _____

Driver Signature

1 2 3 4 5 6 7 8