**Interface Youth Program Central**

**Single Transport Finder Month\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date Of The Single Transport** | **Indicate The Date and Time You Notified the Regional Director or Residential Supervisor For Approval. Do not Leave a Message.** | **Destination or Purpose** | **Transportation Start Time** | **Starting Mileage** | **Transportation End Time** | **Ending Mileage** | **Staff Name**  **Must Include 1st Initial and Last Name** | **Px.**  **Name**  **Must Include 1st Initial and Last Name** | **Please Document This Information In The Program Log Book** |
| **Example**  **9/20/2022** | **9/20/2022 at 8am notified Zeke** | **Gainesville High School** | **8:15am** | **63525** | **8:35am** | **63528** | **C. Kent** | **L. Lane** | **Documentation by C. Kent** |
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**Special Notes: (1). The Staff Transport Driver must obtain the approval from the Regional Director or the Residential Supervisor before the Single Transport occurs. (2). Please print and complete the Single Transport Finder (STF) in black ink only by the Transport Driver. (3). The documentation of each participant transport must be completed in the Program Log Book and highlighted in yellow by the Transport Driver. (4). The documentation of each trip / transport must be completed in the Travel Log of the IYP-C Van.**