

Baldwin County Public Schools

(PASSENGER MANIFEST FORM)

DATE: _____

DRIVER: _____

DESTINATION: _____

BUS NUMBER: _____

It is the responsibility of the sponsor, teacher, or coach (**or bus driver if no one else is available**) who organizes and/or accompanies a special trip to complete this form prior to the bus' departure and to present it to an administrator at the school where the trip originates. The copy should be kept on the bus in the space provided. If any changes (**additions, deletions, updated material, etc.**) must be made to the manifest prior to the return trip, the copy should be used for that purpose.

Write the names of all students and adults in the spaces provided for that purpose. If a passenger does not ride the bus back on the return trip, mark through his/her name on the copy. If a passenger rides the bus on the return trip but was not on the original trip manifest, list his/her name under "**Additions**". Recount all people on the bus before starting the return trip and write the total number of people on the bus, including the driver, in the space provided. Return the copy to the designated storage area.

STUDENTS:

- | | | |
|-----------|-----------|-----------|
| 1. _____ | 21. _____ | 41. _____ |
| 2. _____ | 22. _____ | 42. _____ |
| 3. _____ | 23. _____ | 43. _____ |
| 4. _____ | 24. _____ | 44. _____ |
| 5. _____ | 25. _____ | 45. _____ |
| 6. _____ | 26. _____ | 46. _____ |
| 7. _____ | 27. _____ | 47. _____ |
| 8. _____ | 28. _____ | 48. _____ |
| 9. _____ | 29. _____ | 49. _____ |
| 10. _____ | 30. _____ | 50. _____ |
| 11. _____ | 31. _____ | 51. _____ |
| 12. _____ | 32. _____ | 52. _____ |
| 13. _____ | 33. _____ | 53. _____ |
| 14. _____ | 34. _____ | 54. _____ |
| 15. _____ | 35. _____ | 55. _____ |
| 16. _____ | 36. _____ | 56. _____ |
| 17. _____ | 37. _____ | 57. _____ |
| 18. _____ | 38. _____ | 58. _____ |
| 19. _____ | 39. _____ | 59. _____ |
| 20. _____ | 40. _____ | 60. _____ |

ADULTS:

ADDITIONS:

Total Number of People on Bus at
START of trip: _____

Total number of People on Bus for
RETURN trip: _____