Hampshire County Council

PASSENGER-CARRYING VEHICLES

Vehicle registration		
School name		
Log inspected by: (responsible person's name)		Date:

Operator Journey Log

DAILY JOURNEY LOG – Log to be filled in by driver before and after each journey.
(add page number to each sheet and keep on file)

Date	**Time**	**Driver's name**	**Reason for journey**	**Odometer reading – before journey**	**Odometer reading – after journey**	**Authorised Driver?** *(state YES/NO)*	**Number of passengers travelling**	**Vehicle Safety check complete** *(state YES/NO)*	**Journey Risk Assessment complete, *if applicable*** *(keep on file)*	**Incident or problem during journey?** *(complete Incident Report and keep on file)*	**Driver's signature**