

Special Needs Transportation (SNT) Driver Log Training

**District Special Needs Bus Drivers
Office of Health and Nutrition (OHN)
Medicaid Services Program
School Year 2026-2027**



**SOUTH CAROLINA
DEPARTMENT OF EDUCATION**

Purpose of Training

This training is provided as instruction for the Special Needs Transportation (SNT) bus driver on how to complete the required attendance logs for special needs riders. The attendance logs are important to the processing of claims submission for special needs transportation payments.



Special Needs Transportation Attendance Logs

- The attendance log is the source document for transportation claims generation. The attendance log is also the legal document utilized when recording information into the SNT application.
- The attendance log must be completed by the driver in accordance with the guidelines outlined in the Medicaid Local Education Agency (LEA) Provider Manual.
- The student attendance tracked on the log is input in the South Carolina Department of Education (SCDE) SNT application.
- The attendance entered in the application is used to generate transportation claims for payment by matching dates of services received to dates student rode a special needs bus.
- It is important the driver completes the attendance log accurately daily to ensure maximum revenue for the district.



SNT Attendance Logs: Legal Requirements

The SNT log is required to have the following information:

- District Name, Address, and Telephone Number
- State Bus Number/District Bus number
- Driver Name
- License Tag Number
- Date of Attendance
- Student's Legal Name
- Driver's Signature

If any of the required information is missing, it must be written in with Black Ink Only.



SNT Attendance Logs: Driver Instructions

- Obtain log from transportation contact before route starts on Monday each week.
- If applicable, using black ink only, legibly print any required information that is missing from the log or ask the transportation coordinator for a complete log.
- Shade in the square for each date/time the student rides the bus. Only shade in the boxes for dates/times ridden. If student does not ride, leave square unshaded. If a mistake is made, draw a single line through the mistake and initial/date. Do not enter a checkmark, an X, or any other marking in the box. It must be shaded.
- If a new student rides the bus and is not listed on the log, print the legal full name (no nicknames) on a blank line legibly. Shade in appropriate squares for dates/times ridden.
- If a student leaves the route (moves, etc.), draw a single line through the name and initial/date. Please do not use whiteout.
- If completing a blank log, be sure to legibly print district name/address, drivers' first and last name (as listed on your SCDE certification card), the State Bus/District Bus #, License Tag number, Day of Attendance over each column, and the student's first and last name (legal name) on the log.

Note: The Medicaid guidelines for error corrections are to draw a single line through the error and initial/date. Please follow this rule for all corrections.



SNT Attendance Logs: Driver Reminders

- Do not abbreviate the names of drivers or students. All names must be legal names.
- Recheck log to make sure completed correctly. Remember, this is a legal document and information indicated will be utilized to file transportation claims.
- Be sure to sign the on the signature line located at the bottom of each log when completed.
- Return the log weekly to the SNT contact designated by your district. Missing logs will be reported up through the district superintendent.
- Logs not turned in/lost/completed incorrectly will result in your district receiving a CAP (Corrective Action Plan).



SNT Attendance Log: Completed Correctly

This is an example of a correctly completed log.

- All fields are complete.
- Boxes are shaded in.
- Driver has signed the document.

Weekly Ridership Log

District: Abbeville
400 Greenville Street
Abbeville SC 29620-1749
(864)366-5427

Driver Name(s): John Doe
State Bus # / District Bus #:508-1234 / 14
License Tag #:SG199999

	05/01/23		05/02/23		05/03/23		05/04/23		05/05/23	
Student Name	Mon		Tue		Wed		Thu		Fri	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Jane Student	☐	☐	☒	☐	☐	☐	☐	☒	☐	☐
John Student	☐	☐	☐	☐	☒	☐	☐	☒	☐	☐
Missy Student	☐	☒	☐	☐	☐	☐	☒	☐	☒	☐
Judy Student	☐	☐	☒	☐	☒	☐	☐	☒	☐	☐
Donald Student	☐	☐	☐	☐	☒	☐	☐	☐	☐	☐
Logan Student	☐	☒	☐	☒	☐	☐	☐	☒	☐	☐
Another Student	☐	☐	☒	☐	☐	☒	☐	☐	☐	☐
One More Student	☐	☐	☐	☐	☒	☐	☐	☐	☒	☐
Last Student	☐	☐	☒	☐	☐	☐	☒	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

PLEASE USE BLACK INK

Bus Driver: Please return to your district's transportation supervisor by each Friday

Bus Driver Signature: John Doe



SNT Attendance Log: Edited Correctly

This is an example of a correctly edited log.

- All fields are complete.
- Boxes are shaded in.
- Driver has signed the document.
- Student’s legal name is written in legibly.
- All corrections were made using one line thru the error, initialed, and dated.

District: Abbeville
400 Greenville Street
Abbeville SC 29620-1749
(864)366-5427

Driver Name(s): John Doe
State Bus # / District Bus #:508-1234 / 14
License Tag #:SG199999

	05/01/23		05/02/23		05/03/23		05/04/23		05/05/23	
Student Name	Mon AM	Mon PM	Tue AM	Tue PM	Wed AM	Wed PM	Thu AM	Thu PM	Fri AM	Fri PM
Jane Student	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐
John Student	☐	☐	☒	☐	☐	☐	☒	☐	☐	☐
Missy Student	☐	☐	☐	☐	☐	☒ JMS 5/1/23	☐	☐	☐	☐
Judy Student	☒	☐	☒	☐	☒	☐	☐	☐	☐	☐
Donald Student	☐	☒	☐	☐	☐	☒	☐	☒	☐	☐
Logan Student	☐	☐	☐	☐	☒	☐	☒	☐	☐	☒
Another Student	☐	☐	☒	☐	☐	☐	☐	☒	☐	☐
One More Student	☐	☐	☐	☐	☐	☐	☒ JMS 5/1/23	☐	☐	☐
Last Student	☐	☒	☐	☐	☐	☐	☐	☐	☐	☐
This Student	☐	☐	☐	☒	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

PLEASE USE BLACK INK

Bus Driver: Please return to your district's transportation supervisor by each Friday

Bus Driver Signature: John Doe



SNT Attendance Log: Completed Incorrectly

This is an example of an incorrectly completed log.

- Boxes have P, X, A, and check marks instead of correctly shaded.
- Corrections are scratched out instead of the one line, initials, and date.
- Driver signature is illegible.
- Student week marked out instead of left blank.

Weekly Ridership Log											
District: Abbeville 400 Greenville Street Abbeville SC 29620-1749 (864)366-5427						Driver Name(s): John Doe State Bus # / District Bus #:508-1234 / 14 License Tag #:SG199999					
Student Name	05/01/23 Mon		05/02/23 Tue		05/03/23 Wed		05/04/23 Thu		05/05/23 Fri		
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	
Jane Student	☐	☐	☒	☐	☐	☐	☐	☐	☐	☐	
John Student	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
Missy Student	☐	☐	☐	☐	☒	☐	☐	☐	☐	☐	
Judy Student	☐	☐	☐	☐	☒	☐	☒	☐	☐	☐	
Donald Student	☐	☐	☒	☐	☐	☐	☐	☐	☐	☐	
Logan Student	☐	☐	☐	☐	☐	☐	☐	☒	☐	☐	
Another Student	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
One More Student	☐	☐	☐	☐	☒	☐	☐	☐	☐	☐	
Last Student	☐	☐	☐	☒	☐	☐	☐	☐	☐	☐	
	☐	☐	☐	☐	☐	☐	☐	☒	☐	☐	
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	

PLEASE USE BLACK INK
Bus Driver: Please return to your district's transportation supervisor by each Friday
Bus Driver Signature: _____



SNT Attendance Logs: Conclusion

- This training is meant to provide an overview of the requirements necessary to complete the paper attendance log. Remember, this is a legal document.
- It is important that the log is completed accurately and turned in weekly.
- The attendance you track on this log is used for submission of claims. Incorrect logs may result in loss of revenue for the district.
- If you have any questions, please discuss with your transportation director or the SNT coordinator for your district.

Thanks for all you do to keep our students safe!





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