

What's the "driver log" and how can you fill it out?

Spike Logistics LLC



The **Driver Log** is the document that contains all the information related to the members transported during the day.

It is required to fill it out and send it on a daily basis, this way our billing department has the information needed about each member and driver to proceed with the payments.





FLORIDA DAILY TRIP LOG

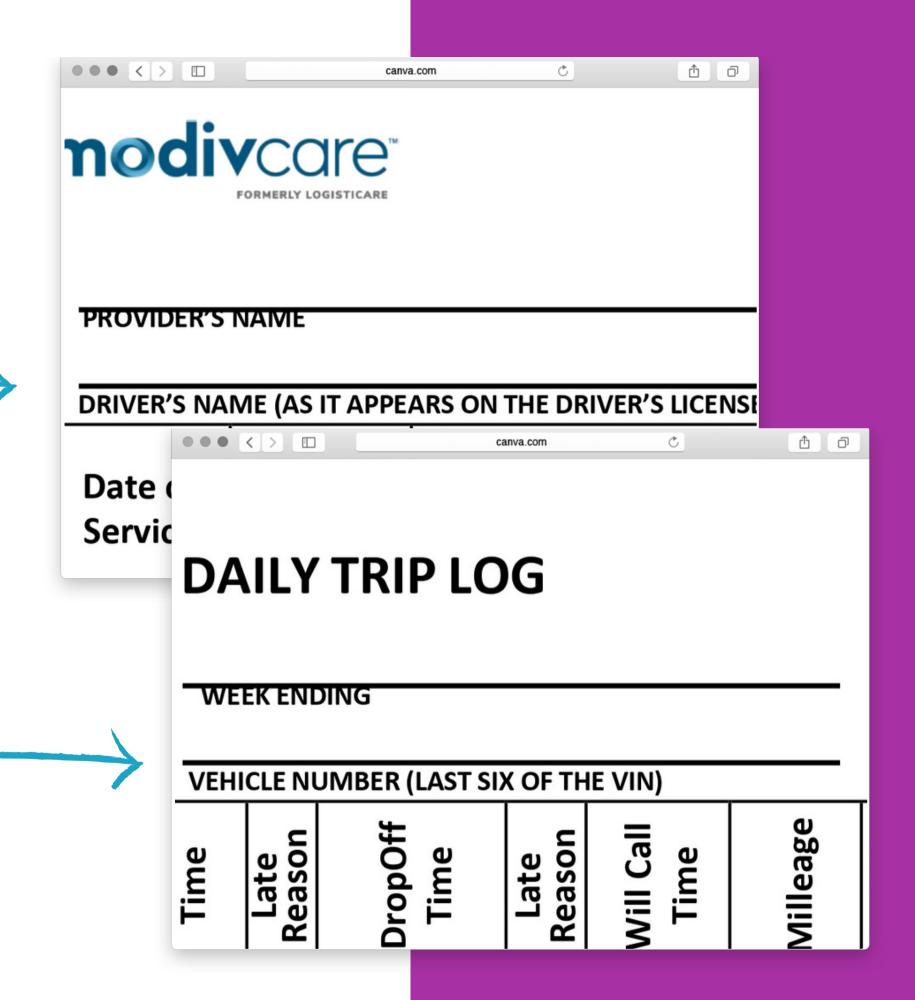
DRIVER'S NA		ARS ON THE DRIVER'S LICENSE)			ICLE N	UMBER (LAST SI	X OF TH	IE VIN)		_ 			
Date of Service	Modivca re Job # A or B	Recipient's Name	A W S	PickUp Time	Late Reason	DropOff Time	Late Reason	Will Call Time	Milleage	Per Trip Bill Amount	Recipient's Signature		
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Late Reason Codes 1 - Vehicle Breakdown 2- Vehicle Accident/Injury 3 - Driver Got Lost 4 - Inclement Weather 5 - Member No Show 6 - Member Late 7 - Traffic Accident 8 - Traffic Construction 9 - Facility 10 - Other													
tra	cipient up at the docti	sport a leg of transport is the point of pick-up to the destination or's office and transporting back to the residence would be considered to the residence would be considered to the second transporting back to the residence would be considered. ts:	dered th	e second leg of the	e trip. Ea	ch leg of the transpor	t must be	e documented or	n separate line	es. A signature	first leg of the trip; picking the is required for each leg of the		
I understand that ModivCare Will verify the accuracy of the milleage being reported and I cereby certify the information herein is true, correct and accurate.													
DRIVER SIG	DRIVER SIGNATURE: LATTENDANT'S SIGNATURE:												
	A:			W:						S:			



On the upper left, the section
"Provider's name", needs to have
SPIKE LOGISTICS LLC (the
name of the company). Below, the
section "driver's name" needs to
have the full name of the driver.

On the upper right, the section

"week ending" will always remain
empty, while the section "vehicle
number" must have the last six (6)
numbers from the VIN number
corresponding to the driver's car.



You must put the it appears on the schedule. time when the member is in time when the the car with the driver. member called to be Date of the trip. Every picked up for their member must have it. return. Will Call **DropOff** Late Reason Modivca PickUp Time Date of re Job # Recipient's Name W **Service** A or B Trip authorization number. Each member has

First and last name of the member, as

one assigned for their appointment (ends with

A) and their return (ends with B). Both must be in

the driver log.

Always put "A", capital of Ambulatory.

Pickup time of the member, the

Drop off time. The time when the member was dropped off at their appointment.

"LATE REASON" sections are codes to specify the reason why the driver arrived late to pick up the member, or the reason why the trip was not performed at all. At the end of the driver log you can find a box with all the needed codes.



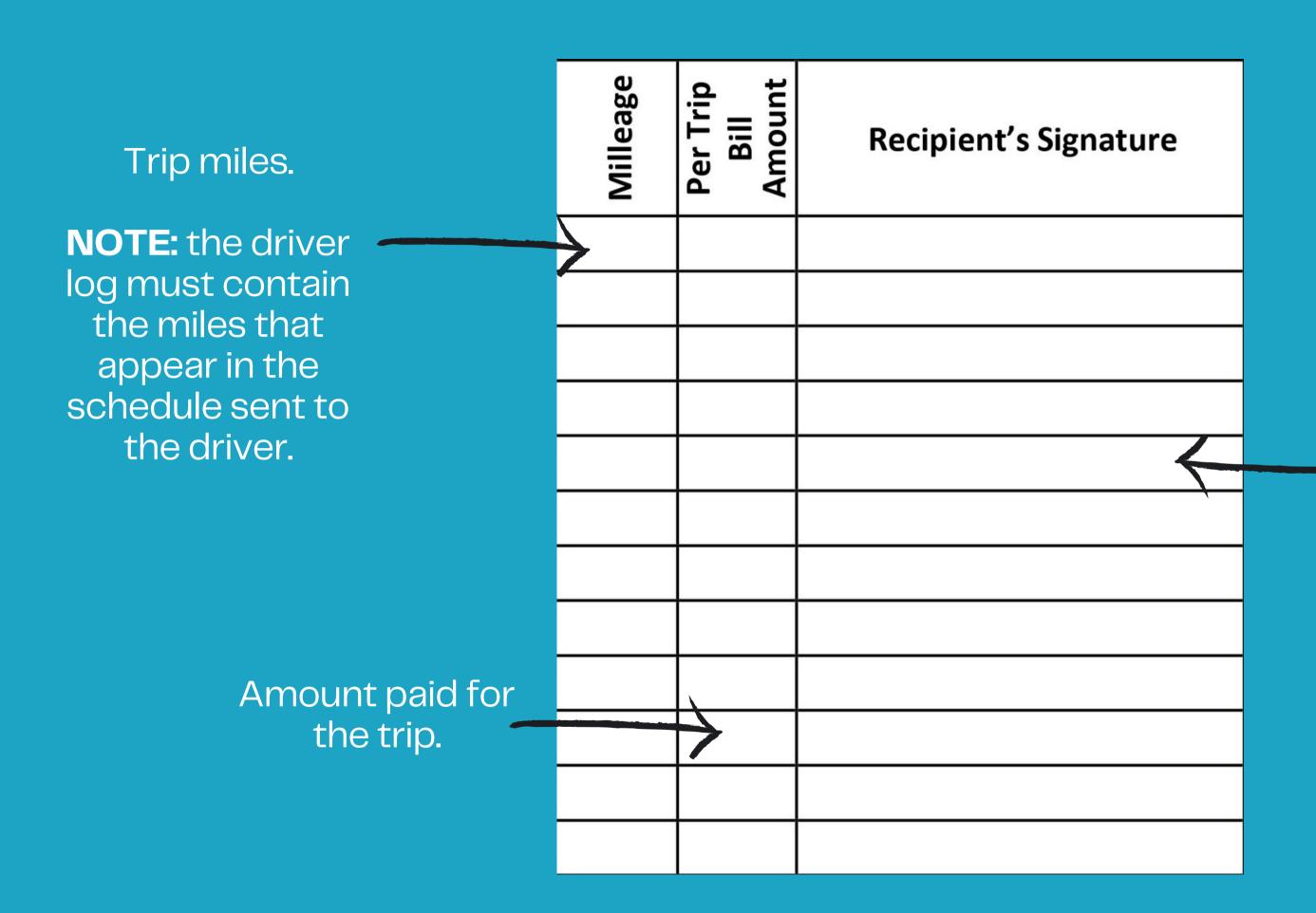
Late Reason	DropOff Time	Late Reason	Will Call Time

These are the codes. You must put one of them in the box, only if needed.

Late Reason Codes

1 - Vehicle Breakdown 2- Vehicle Accident/Injury 3 - Driver Got Lost 4 - Inclement Weather 5 - Member No Show 6 - Member Late 7 - Traffic Accident 8 - Traffic Construction 9 - Facility 10 - Other

NOTE* Leg of transport -- a leg of transport is the point of pick-up to the destination. Example: Picking recipient up at residence and transporting to the doctor's office would be considered on the first leg of the trip; picking the recipient up at the doctor's office and transporting back to the residence would be considered the second leg of the trip. 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.



Member's signature. Each one of them needs to sign the driver log.

This is an optional section. You can write short comments containing information about bonuses, extras, etc.

The driver log must have the driver's signature in the last section.

This section will always remain empty.



Contact us:

- (407)807-0336
 - Spike Logistics LLC's number, for any questions or inquiries.
- The email to send the driver logs every day.