



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

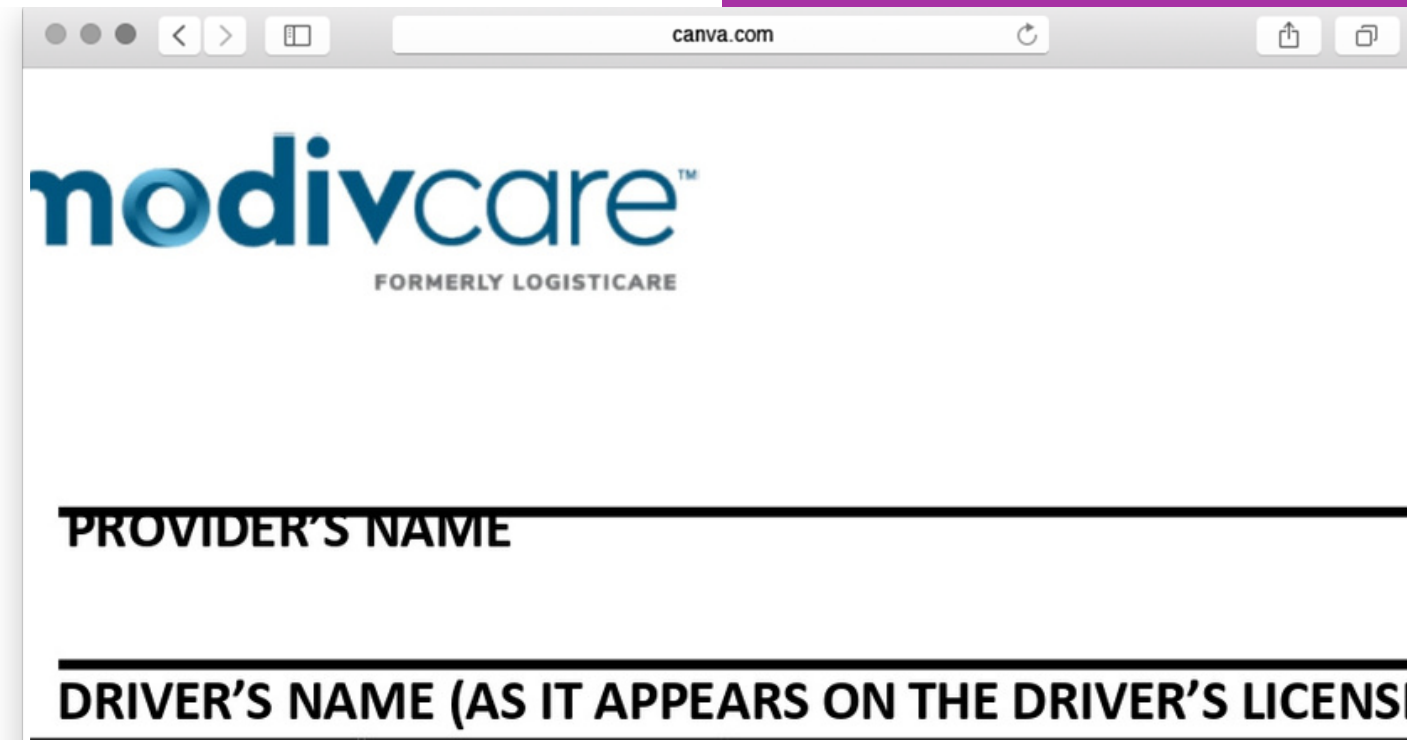
Spike Logistics LLC



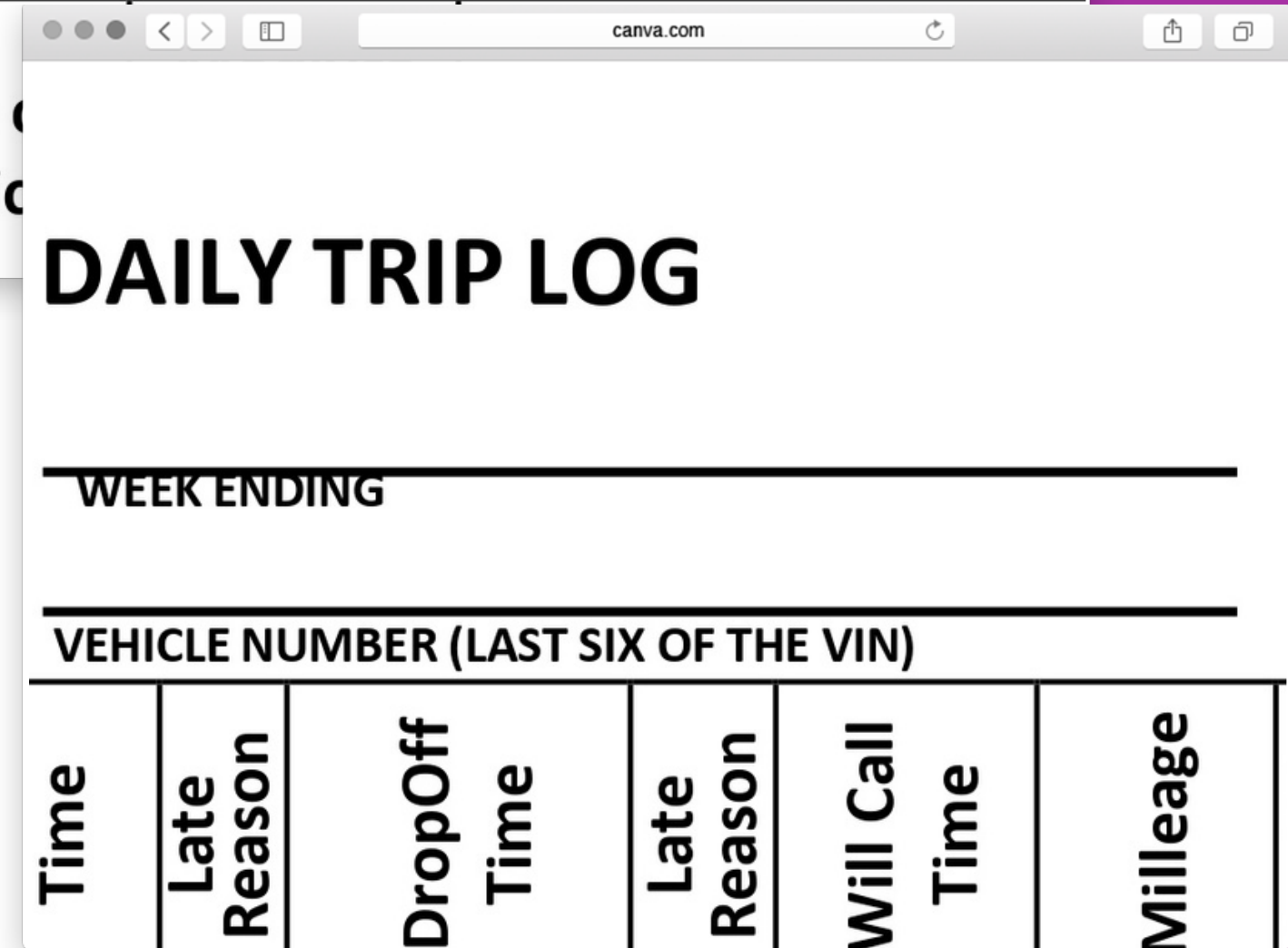




On the upper left, the section "**Provider's name**", needs to have **SPIKE LOGISTICS LLC** (the name of the company). Below, the section "**driver's name**" needs to have the full name of the driver.

A screenshot of a web browser displaying the "nodivcare" logo (formerly LOGISTICARE) at the top. Below the logo are two horizontal input fields. The first field is labeled "PROVIDER'S NAME" and the second field is labeled "DRIVER'S NAME (AS IT APPEARS ON THE DRIVER'S LICENSE)".

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.

A screenshot of a web browser displaying a "DAILY TRIP LOG" form. The form includes a "Date of Service" field on the left. Below the title are two horizontal input fields: "WEEK ENDING" and "VEHICLE NUMBER (LAST SIX OF THE VIN)". At the bottom is a table with seven columns, each with a vertical header: "Time", "Late Reason", "DropOff Time", "Late Reason", "Will Call Time", and "Mileage".

Time	Late Reason	DropOff Time	Late Reason	Will Call Time	Mileage
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"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.



<p><b>Late Reason Codes</b>          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</p>
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**\*\*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.



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



**Driver's Comments:** \_\_\_\_\_  
\_\_\_\_\_

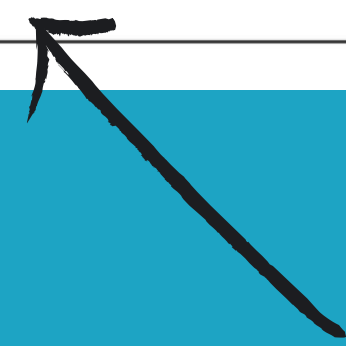
I understand that ModivCare Will verify the accuracy of the milleage being reported and I cereby certify the information herein is true, correct and accurate.

**DRIVER SIGNATURE: L** \_\_\_\_\_ **ATTENDANT'S SIGNATURE:** \_\_\_\_\_

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



This section will always remain empty.





## Contact us:

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- [operations@spikelogisticsllc.com](mailto:operations@spikelogisticsllc.com)  
The email to send the driver logs every day.