
TRANSPORTATION ROUTE SCHEDULING/KINDERGARTEN- SPECIAL ED/SPECIAL NEEDS STUDENTS (TRS-P005)

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This procedure applies to the Transportation Department when scheduling routes for Kindergarten and Special Education/Special Needs students at the beginning of the school year, as well as maintaining and updating the schedules throughout the year.

The online version of this procedure is official; therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Director of Transportation, Transportation Administrative Secretary

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Transportation

4.0 DEFINITIONS:

- 4.1 None required

5.0 PROCEDURE:

- 5.1 The dispatcher receives lists of all children attending Kindergarten and Special Education classes, complete with their addresses, phone numbers, and other pertinent information, prior to the start of school each year.
- 5.2 The lists are used to review current schedules, make new schedules, and make changes, as required, to provide transportation of students to and from school and other required programs.
- 5.3 The dispatcher will assign students to specific buses based on their needs (regular Kindergarten or Special Education), according to the address/school location, with the goal of students riding no longer than one hour.
- 5.4 Once the new routes are planned, the dispatcher forwards these plans to the appropriate bus driver. The driver, using a watch, drives the routes and puts down the time of each stop on the route sheet to ensure a correct approximation of times for pick-up/drop-off. The bus driver will give this information to the dispatcher for finalizing the route.
- 5.5 The dispatcher maintains a binder that includes all routes with the driver's name. The binder is updated as needed during the work week to maintain documented routes.
- 5.6 Once the routes are determined, the dispatcher will e-mail them to the appropriate personnel in the buildings.
- 5.7 The routes are maintained throughout the school year and changes are made for students changing addresses and/or day care and leaving or entering the district.
- 5.8 The dispatcher maintains the Route Binder and gives updates to the drivers and others concerned whenever changes are made. The routes within the Route Binder are approved by either the Director of Transportation or the Transportation Administrative Secretary by signature.

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6.0 ASSOCIATED DOCUMENTS:

6.1 Route Sheet

6.2 Route Binder

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Route Sheet	Transportation Dept. Route Binder; then to Storage	Kept in Route Binder for duration of school year; then moved to Storage for 7 years	Discard as desired	None
Route Binder Documents	Transportation Dept.; then to Storage	Kept in Transportation Dept. for duration of school year; then moved to Storage for 7 years	Discard as desired	None

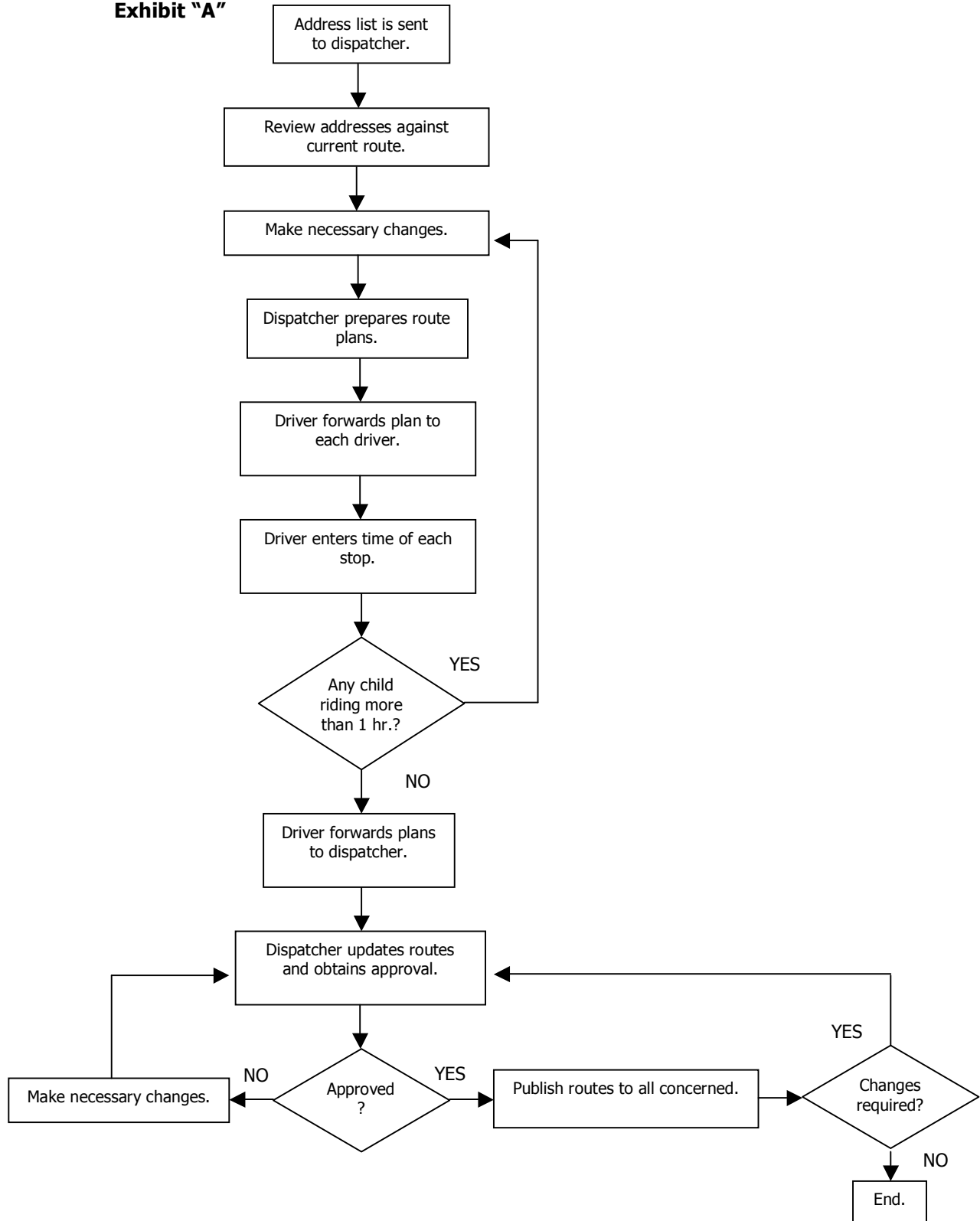
8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
09-May-01	A	Original Release
19-Dec-05	B	Deleted 5.9

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Exhibit "A"



* * End of procedure * * *