
TRANSPORTATION ROUTE SCHEDULING/1st-12th GRADE
ALL SCHOOLS REGULAR (TRS-P006)
WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This procedure applies to the Transportation Department when scheduling routes for regular ed students, grades 1 through 12, 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 VAX – Educational Service District intra-district information system

5.0 PROCEDURE:

- 5.1 The dispatcher prints out all of the regular routes and puts copies in the drivers' mailboxes at the start of the school year. These regular routes have set bus stops with new stops being added as new housing develops.
- 5.2 During the third week of school, drivers will obtain the names and addresses of all students riding their bus in the a.m. and p.m.
- 5.3 During the third week of school, drivers will provide the dispatcher with any route changes and adequate driving directions. The dispatcher will then update the routes, obtain approval, and submit changes to all concerned.
- 5.4 Drivers will keep a copy of their routes, driving directions, and Bus Rider Listing on the bus at all times.
- 5.5 The dispatcher maintains a binder that includes all routes with the driver's name.
- 5.6 The Bus Rider Listing will be updated by the dispatcher, throughout the school year, as changes are required.
- 5.7 The dispatcher maintains the route binder and gives updates to the drivers and others concerned whenever changes are made.

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6.0 ASSOCIATED DOCUMENTS:

- 6.1 Bus Rider Listing
- 6.2 Route Binder

7.0 RECORD RETENTION TABLE:

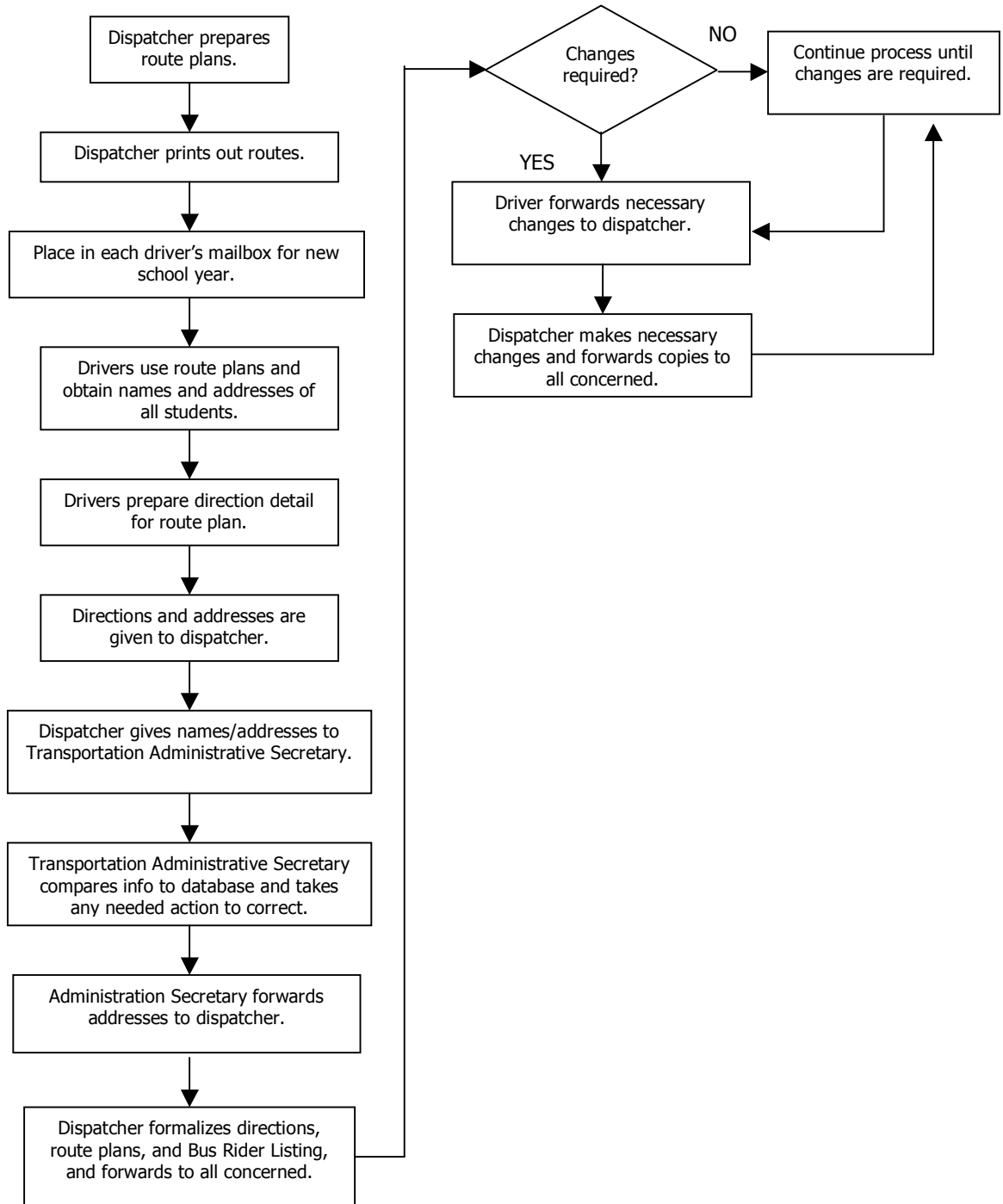
<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Bus Rider Listing	Transportation Dept. files during school year; then to Storage	1 year in Transportation Dept.; then moved to Storage for 7 years	Shredded after retention period	None
Route Binder Documents	Transportation Dept. files during school year; then to Storage	1 year in Transportation Dept.; then moved to Storage for 7 years	Shredded after retention period	None

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
09-May-01	A	Original Release
14-Dec-04	B	Deleted 5.4
19-Dec-06	C	Deleted reference to Bus Rider Listing in 5.5

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Exhibit "A"



* * End of procedure * *