

## Route Maps and Route Sheets

- ▶ These files provide information regarding all school bus routes in a particular district for documentation and provide required information for funding.
- ▶ Submitted on November 1<sup>st</sup> on request.
- ▶ Maintain records from one school year to the next. (The records produced for the November 1 report) Records may be requested anytime during the school year
- ▶ Route number needs to correspond to the route number on the Schedule A1.
- ▶ If changes are made to the route:
  - When asked to submit routes and route sheets, submit November 1<sup>st</sup> information and the current change.
  - The date of last change.

### Route Maps

- ▶ Information to include:
  - Bus number.
  - Route number.
  - Walk zone if ineligible students are on route.
  - All stops numbered to correspond with route sheet.
  - Start and end of the route clearly marked on map.
  - The school counts as a stop.
  - If route is confusing, add directional arrows to the route map.
  - In order to read the map clearly, several maps may be needed for one route.

### Route Sheets

- ▶ Information to include:
  - Bus number.
  - Route number.
  - Type of route.

- **Number of the stop with address of stop.**
- **Total number of actual eligible and actual ineligible students at each stop.**
- **Odometer reading at each stop or the miles between each stop.**
- **Arrival time at each stop.**
  - **If there is a layover, add the departure time.**

#### **Route Sheets**

- ▶ **If you are requesting funding, a route sheet must be provided for each route. (a.m. and p.m.)**