

## Instructions for correcting route sheets

**PLEASE WRITE ON THE TOP OF YOUR ROUTE SHEET THE "WAIT TIME" AND LOCATION YOU WAIT BETWEEN YOUR ELEMENTARY AND MIDDLE AND HIGH SCHOOL ROUTE. THIS IS VERY IMPORTANT SO THAT WE CAN MAKE SURE THE START TIMES ARE CORRECT ON THE MIDDLE AND HIGH ROUTES.**

1. Do not use a marker. Use a black or blue ink pen.
2. Make only one line through a name if the child does not ride.
3. Mark if the student rides only AM or PM.
4. If the stop is at babysitter's, please make sure to mark babysitter or grandparents. If you add a student that is not picked up at their home, make sure you write down where there stop is located.
5. Number the stops in order if the stops are wrong.
6. If you need to add more than one student to a stop, use a separate piece of paper of paper and make sure to make a note on the side to look at the additions.
7. Please make sure the corrections are easy to read and understand.
8. If the route is really off from the way you are running it please write the route on paper. Add the student id number if possible. If you try to make too many changes on the route sheet, it is impossible to follow. Make sure you attach the route sheet to the hand written route.
9. Please turn in to the Front office.