

DATE: _____

NAME _____ BUS # _____

PLEASE, TURN IN YOUR UPDATES WITHIN 5 DAYS OF A CHANGE

Dear Hall County Special Needs Bus Drivers,

First, thank you for what you do! Secondly, please take a look at the following pages. It consists of a manifest of students that I have on file for your route.

1. Print your name and write in your bus # above.
2. Please look over the list.
3. Any student no longer riding your bus, write their name in the list below titled "Delete from Route". Designate from which route he should be removed (**ex. Jon Doe-AM. Jon Doe-PM or Jon Doe-Both**)
4. Any student that is not listed on your manifest, please write their name on the list titled "Add to route".
5. Keep the printed manifest in your note book on the bus. If you have an accident you can mark the names of students present during the accident instead of writing the names down.
6. When returned, I will correct your manifest. Please return this to me ASAP, make copies of this form and make updates monthly as needed.

During an accident it sometimes takes in excess of 15 minutes just to write down students' names. Having a manifest would expedite this process, keeping you and the students from being "stuck" on a hot bus! This should make the process much easier for you.

Again, we appreciate what you do for the children of Hall County. We have been thoroughly impressed with the level of commitment and professionalism of our drivers. Please let us know when you need help.

Delete from route

Add to route

EXAMPLE - Jon Doe - PM	EXAMPLE - Jon Doe - Both

NOTES:

If you need more space use the back of this sheet! Thank you for all you do! Debbi