## **Procedures for Route Changes**

## Route Change

- Evaluate stops with driver
- Adjust stops as needed with route changes
- List schools
- List students affected
- Review
- Review with driver to confirm list

## **Notification Process**

- Send a note and map of start date with times and new stop.
- Call parents with one-week notification before implementing changes.
- Send reminder note two days before changes
- Implement route changes