



# Preparing Your Second Semester Routes: Things to Consider




As the end of 2024 approaches, here's a checklist to help your transportation team get their proverbial "ducks in a row" and kick-start January 2025 in full gear.








## Route Optimization

-  Re-evaluate routes for efficiency based on mid-year enrollment changes.
-  Identify areas for potential stop consolidation, route tiering, and bell schedule alignment to save time and resources.

## Driver Scheduling & Coverage

-  Confirm driver availability for the new semester, factoring in leave schedules and anticipated absences.
-  Update driver rosters and ensure you have a pool of substitute drivers available to manage unexpected call-outs.
-  Communicate updated schedules and any changes in shifts/routes well in advance.

## Technology & Communication Systems

-  Ensure contact information for parents and guardians is up-to-date to improve outreach accuracy.
-  Send reminders and key information to parents about route and/or pick-up time changes and safety protocols.
-  Plan informational sessions for families or offer a Q&A period to address common questions.
-  Review and update (if needed) notification templates for common situations and disruptions.
-  Determine budgets for next fall for technology upgrades/new toolsets.



## Review Transportation Policies and Compliance

- 🦆 Revisit transportation policies for any updates required to align with new regulations or district guideline changes.
- 🦆 Provide refresher training on compliance topics for all staff.
- 🦆 Prepare for any upcoming audits or assessments scheduled for the new semester.
- 🦆 Schedule small group discussions to provide performance feedback and updated guidance to drivers
- 🦆 Review and adjust eligibility criteria to ensure accurate student assignments.

## Fleet Maintenance & Safety Checks

- 🦆 Perform preventive maintenance on all vehicles, addressing any outstanding repairs.
- 🦆 Restock safety equipment and emergency supplies in each vehicle; ensure that anything that may have expired (fire extinguishers, etc.) is replaced.

## Winter Weather Preparations (if applicable in your area)

- 🦆 Review and update winter weather protocols, including communication channels for delays and closures.
- 🦆 Ensure all buses are equipped with winter kits (chains, salt, shovels).
- 🦆 Train drivers on safe driving practices in adverse conditions.
- 🦆 Remind drivers to eliminate idling on school grounds when possible to reduce the amount of exhaust on campus and to increase fuel efficiency.

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