
ASSIGNING BUSES TO ROUTES PROCEDURE (TRA-P026)

Sacramento City Unified School District

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

1.0 SCOPE:

- 1.1 This procedure discusses the process that is used by the dispatch office to manage assigning buses to routes in Sacramento City Unified School District.

2.0 RESPONSIBILITY:

- 2.1 Scheduler/Dispatcher
- 2.2 Fleet Supervisor

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Transportation

Signature on file

4.0 DEFINITIONS:

- 4.1 Up/Down Vehicle List (TRA-F040)
- 4.2 Employee Information Form – (TRA-F041)

5.0 PROCEDURE:

- 5.1 Scheduler/dispatcher double checks Up/Down Vehicle List (TRA-F040) with transportation maintenance shop.
- 5.2 Scheduler/dispatcher writes bus numbers on the whiteboards located inside/outside of the dispatch office
- 5.3 Check to see which buses are actually on bus routes and assign a spare bus to buses on routes.
- 5.4 If there aren't any spare buses available to assign, bus routes are either doubled up or dispatch will adjust routes reassigning bus drivers to different bus types.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Route Assignment Log (TRA-F029)
- 6.2 Up/Down Vehicle List (TRA-F040)
- 6.3 Bus Routing instructions (TRA-F036)
- 6.4 Employee Information Form (TRA-F041)

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7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
(TRA-F029)	File Cabinet	7 Years	Discard as desired	Secured Office
(TRA-F036)	Route Cabinet	Route Life	Discard as desired	Secured Office

8.0 REVISIONS:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
11/27/06	A	Initial release

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