

Report Due:
 Effective Date:
 Days Effective: (circle)
 M T W TH F
 One Day Only: Yes or No

Carroll County Public Schools
 Transportation Services Department
SPECIAL EDUCATION PROGRAMS
ROUTE OPERATION FORM

Contractor: _____ Driver: _____

Signature

Signature

Bus # _____ Garage location of bus (be specific) _____

ODOMETER		TIME	OFFICE USE ONLY	
_____ Beginning of A.M. run (at garage)	_____	_____	_____ A.M.	_____ Reg. Miles
_____ First A.M. pick-up	_____	_____	_____ Time	
_____ Last school drop-off	_____	_____	_____ Shuttle	_____ Shuttle Miles
_____ Ending of A.M. run (at garage)	_____	_____	_____ Time	
_____ Beginning of noontime shuttle	_____	_____	_____ P.M.	_____ Total Miles
_____ Ending of noontime shuttle	_____	_____	_____ Time	
_____ Beginning of P.M. run (at garage)	_____	_____	_____ Pre-Trip	_____ Approved Total Miles
_____ First school dismissal	_____	_____	_____ Total	_____ Approved Total Time
_____ Last P.M. drop-off	_____	_____	_____ Time	
_____ Ending of P.M. run (at garage)	_____	_____		
_____ Beginning				
_____ Total Miles				

LIST SCHOOLS SERVED IN ORDER FOR THE A.M.

1ST _____ 2ND _____ 3RD _____ 4TH _____

FIRST RUN

List below pupils by name (last, first) in order of pick-up, with approximate A.M. and P.M. pick-up and discharge times.

NAME (Last, First)	School Code	Pick-Up Address	Odometer	A.M. Time	Drop-Off Address	Odometer	P.M. Time
1.				:			:
2.				:			:
3.				:			:
4.				:			:
5.				:			:
6.				:			:
7.				:			:
8.				:			:
9.				:			:
10.				:			:
11.				:			:
12.				:			:
13.				:			:
14.				:			:

SECOND RUN

List below pupils by name (last, first) in order of pick-up, with approximate A.M. and P.M. pick-up and discharge times.

NAME (Last, First)	School Code	Pick-Up Address	Odometer	A.M. Time	Drop-Off Address	Odometer	P.M. Time
1.				:			:
2.				:			:
3.				:			:
4.				:			:
5.				:			:
6.				:			:
7.				:			:
8.				:			:
9.				:			:
10.				:			:
11.				:			:
12.				:			:
13.				:			:
14.				:			:

USE THIS SECTION FOR SHUTTLES OR ADDITIONAL RUNS.

Stop #	Pupil Name	School Code	Pick-Up Point	Pick-Up Time	Drop-Off Point	Drop-Off Time
1.				:		:
2.				:		:
3.				:		:
4.				:		:
5.				:		:
6.				:		:
7.				:		:
8.				:		:
9.				:		:
10.				:		:
11.				:		:
12.				:		:
13.				:		:
14.				:		: