Long Term Absence Route Review Form

This form is to be completed and submitted by an Operations Assistant and/or Manager upon report/discovery that a driver will be absent for ten or more consecutive days. The purpose of this form is for routing staff to review the route and runs indicated below in an effort to dissolve and/or reassign runs to other routes for daily coverage. Make every effort to obtain an update of the route indicating: stop times, stop counts, and inactive stops/riders. This information is crucial to ensure that run dissolves and moves do not create other conflicts or overloads. Scan all supporting route updates and email with this completed document to the R&S Supervisor.

Route Information:

Route #	_____	**Route Type:**	General	Behavior
First Day of Driver's Absence:	_____		Special	Magnet
Date of Driver's Return (if known):		Aide Needed? Yes No	If yes list run IDs:	

TOA/TOM Section:	R&S Tech Section:
TOAs/TOMs = List each of the run ID's in the boxes below. If due to low counts the run can be dissolved, check the dissolve box under the run ID. Attach an updated route sheet to support the dissolve. Indicate suggested run moves in the appropriate Run ID box as follows: 391.051/A1001. Route A1001 is the suggested new route. Add further details & explanation on the back as needed.	R&S Techs = Review the runs lists on the left along with the attached route update. Dissolve and/or move runs to other routes for daily coverage. Standby time will replace run vacancies. If all runs are reassigned from a route, the route will be considered an Extra Board route. If runs are moved, note the new route # and effective date in the appropriate box below. If a run is dissolved, indicate "dissolve" in the appropriate box below and the effective date.

List Run Id's:			Assign/move to:		
AM Run ID 1	AM Run ID 2	AM Run ID 3	AM Move - Run 1	AM Move - Run 2	AM Move - Run 3
Dissolve	Dissolve	Dissolve	Eff Date:	Eff Date:	Eff Date:
Mid Run ID 1	Mid Run ID 2	Mid Run ID 3	Mid Run Move 1	Mid Run Move 2	Mid Run Move 3
Dissolve	Dissolve	Dissolve	Eff Date:	Eff Date:	Eff Date:
PM Run ID 1	PM Run ID 2	PM Run ID 3	PM Move -Run 1	PM Move -Run 2	PM Move -Run 3
Dissolve	Dissolve	Dissolve	Eff Date:	Eff Date:	Eff Date:

List Run Id's:		Assign/move to:	
Late Run	**Completed run moves are permanent**	Late Run	**Completed run moves are permanent**
Dissolve		Eff Date:	

Updated 5/22/13 sle

Questions to ask when determining good route change decisions -

Will the run move create a time conflict and result in the students and/or bus arriving late?

Will the run move result in the driver working more than 40 hours per week?

Will the run dissolve create an overload on the other run(s) (this includes special education)?

Will the run move require multiple run moves on/off other routes and result in the disruption of service for 3 or more routes/runs?

Will the run move/dissolve exceed student ride time limits?

If you answer yes to any of these questions, this is not an effective long term run move or dissolve decision.

TOA/TOM SECTION CONT.

TOA details and explanation of run moves and/or dissolves -

TOA/TOM Name (print):_____   TOA/TOM Signature: _____

(Keep a copy for your records prior to submitting)   Date Scanned to R&S Sup: _____

R&S TECH SECTION CONT.

Date Received: _____   Support Recommendation or Request: Yes   No

Tech I Assigned: _____   (If No, contact TOA/TOM to explain and discuss alternatives)

R&S Tech Notes -

Date Completed: _____   Date Returned to TOA/TOM: _____   *Updated 5/22/13 sle*