

# Stark County Board of Developmental Disabilities

Tranportation Procedure 051 Route Schedules	Effective: 9/1/2015
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## **Route Schedules**

The Driver shall use the established route and make stops only at points designated by the Manager of Transportation/Designee or the Operations Manager in Supported Employment. Routes shall not be changed or modified in any way unless approved by the Manager of Transportation/Designee or the Operations Manager in Supported Employment.

It is the responsibility of the Driver to stay on schedule as per the approved route pick-up and drop-off times. In the event of a route delay that exceeds 30 minutes, the Driver will contact base with the specifics of the delay. The Transportation Office will then inform parents and providers of the delay and the approximate arrival time. For delays that would affect pick-up/drop off times in Supported Employment, the driver is to contact the Operations Manager.

In order to maintain scheduled pick-up and drop-off times, the Driver shall wait for a passenger if ahead of schedule.