**BUS OPERATIONS**

1. Receive request
2. Review Headstart roster
3. Is student eligible for transportation?
   - Yes: Proceed to 4.
   - No: End
4. All day class
   - Yes: Proceed to 6.
   - No: Proceed to 5.
5. Provide transportation one way (midday/am/pm)?
   - Yes: Proceed to 11.
   - No: Proceed to 5.
6. Determine pick up and drop off location
7. Assign student to a route and location
8. Create a detail route
9. Send route sheet to all contact
10. Is route sheet accurate?
    - Yes: Proceed to 9.
    - No: Proceed to 11.
11. Does bus operator approves?
    - Yes: Proceed to 10.
    - No: End