

## Submitting District Bus Schedule FAQ

*All districts are encouraged to submit their bus schedules for publication on The Sun website. The service is free. There are no contracts and no usernames required. Our only request is that the schedule is done on MS Excel Spreadsheet.*

*If you have submitted scheduling information with us before, please send the updated information to Webdesk at [webdesk@yumasun.com](mailto:webdesk@yumasun.com). If you have any questions, you can contact Karen Phillips, Head of NIE, at [kphillips@yumasun.com](mailto:kphillips@yumasun.com) or by phone at (928) 539-6806.*

Following the sample provided, columns A – J are given titles on row #1.

	A	B	C	D	E	F	G	H	I	J
1	sched_id	school	am_bus	am_time	pm_bus	pm_time	w_bus	w_time	location	district
2	1	Cibola	401	8:00	401	3:53			Ave. B & Patricia Ln.	Yuma School Dist 70
3	2	Cibola	401	8:05	401	3:51			Co 14th & Ave. B ½	Yuma School Dist 70
4	3	Cibola	401	8:09	401	3:49			Co 14th & Ave. C	Yuma School Dist 70
5	4	Cibola	401	8:12	401	3:48			Co 14th & Laine Dr.	Yuma School Dist 70
6	5	Cibola	401	8:15	401	3:46			Co 14th & Ave. D	Yuma School Dist 70
7	6	Cibola	401	8:16	401	3:45			Co 14th & Ave. D ½	Yuma School Dist 70
8	7	Cibola	401	8:20	401	3:44			Somerton Ave. & Co 12th St.	Yuma School Dist 70
9	8	Cibola	401	8:21	401	3:42			Somerton Ave. at Mini Mart	Yuma School Dist 70
10	9	Cibola	401	8:22	401	3:40			Somerton Ave. at Yuma West Trailer Park	Yuma School Dist 70
11	10	Cibola	401	8:24	401	3:38			11120 S. Somerton Ave. (Morgan's Store)	Yuma School Dist 70

(This is a sample image.)

- A-1: Schedule ID (leave blank).
- B-1: School.
- C-1: A.M. Bus.
- D-1: A.M. Time
- E-1: P.M. Bus.
- F-1: P.M. Time.
- G-1: W Bus.
- H-1: W Time.
- I-1: Location.
- J-1: District.

\*We will provide a sample template with this document for your convenience. Column A will be left blank. When we receive your information, our database will fill in this space.

### **Headers to remember:**

**School-** Name of school.

**A.M. Bus-** Morning bus number.

**A.M. Time-** Morning bus time for pick-up.

**P.M. Bus-** Afternoon bus number.

**P.M. Time-** Afternoon drop-off time.

**W Bus & W Time-** Some schools may have a separate time for Wednesdays. You may post those times in these spaces.

**Location-** This is where the bus picks-up and drops-off the students.

**District-** The name of the district where the schedule is from.

In the sample template provided with this FAQ sheet, you will see some scheduling information from District 70. Be sure to fill in the form from B2 to J2 as shown in the sample.

