**SEVEN DAY TRANSPORT PLANNER**

**About This Tool:** This tool is an example of a seven day transport planner. It should be created each Wednesday for the following week. This allows Transport Managers to determine whether they will have enough vehicles and drivers to fulfil the obligations of the operation. It also allows Transport officers to consolidate journeys, ensuring that passengers going to the same destination travel in the same vehicle to reduce costs.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | | **Tuesday** | | **Wednesday** | | **Thursday** | | **Friday** | | **Saturday** | | **Sunday** | |
|  | **AM** | **PM** | **AM** | **PM** | **AM** | **PM** | **AM** | **PM** | **AM** | **PM** | **AM** | **PM** | **AM** | **PM** |
| **Reg:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Driver:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Reg:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Driver:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Reg:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Driver:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Reg:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Driver:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Reg:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Driver:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Reg:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Driver:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |