





Schedules are prepared bi-monthly by your route Coordinator.

By December 15<sup>th</sup> for January and February

By February 15<sup>th</sup> for March and April

By April 15<sup>th</sup> for May and June

By June 15<sup>th</sup> for July and August

By August 15<sup>th</sup> for September and October

By October 15<sup>th</sup> for November and December

If you know in advance of a conflict in your "usual" delivery day (vacation, appointments, classes, etc.) please let your coordinator know **prior** to these dates.





Can't deliver on the date you are scheduled?

Try to switch with another driver on your route and then notify your route coordinator of the switch. If you are unable to make a switch, or an emergency arises, please call your route coordinator and he/she will handle it. Call Jeanne **ONLY** if you are unable to contact your route coordinator directly.



## Snow...

In the event of snow, please call the office 201-358-0050 – There will be a message on the machine if we will be delivering or not.

"We are never really happy until we try to brighten the lives of others."

Helen Keller (1880-1968)