**Best Practices for Developing a Route**

**(Web Edition)**

1. Do not title the route with identifiable information, such as a home address.
2. Add an image of the final destination to the first page of the route, so that it is clear to where the route is going.
3. To add an image from your desktop, click on the image you would like to change and click the “+” button.
4. The “Start Audio” should be instructions from beginning the route with verbiage such as, “Click the start button to begin the route from home to Kroger”.
5. Your first WayPoint should be the bus stop closest to the starting location.
   1. On this WayPoint, go to “Advanced Options” and make sure that “Stop” is selected for “Point Type”.
6. The “WayPoint Audio” should be instructions for during the route when a certain location is passed, such as “Pull the yellow cord, your stop is next”.
7. If developing a route from a public COTA route, delete all other WayPoints not necessary for the route you are creating.
8. Two stops before the stop you are to get off at, click “New WayPoint” and label it with verbiage about preparing to get off the bus.
   1. I usually say “prepare to get off the bus. Your stop is two stops away.”
   2. Uncheck “Not your Stop” so that this WayPoint fires off no matter the speed of the bus.
9. Prior to the last stop, click “New WayPoint” and place it between the stop before where you are to get off at and the stop you are to get off at.
   1. Label this WayPoint with verbiage about pulling the yellow cord and preparing to get off the bus.
   2. Uncheck “Not your Stop” so that this WayPoint fires off no matter the speed of the bus.
10. Make sure to save the route frequently.
11. Export the route to the cloud when you are finished.

**Best Practices for Developing a Route**

**(App Edition)**

1. Click the teardrop icon to open Route Builder.
2. Click “New” in the bottom right-hand corner.
3. Do not title the route with identifiable information, such as a home address.
4. Add an image of the final destination to the first page of the route, so that it is clear to where the route is going.
5. To add an image, click “Camera”
6. The “Route Instructions Audio” should be instructions from beginning the route with verbiage such as, “Click the start button to begin the route from home to Kroger”.
7. Your first WayPoint should be the bus stop closest to the starting location.
8. Click “Capture GPS Location” at each WayPoint so that when running the route, the directions will fire off at the correct time.
9. The “WayPoint Audio” should be instructions for during the route when a certain location is passed, such as “Pull the yellow cord, your stop is next”.
10. If developing a route from a public COTA route, delete all other WayPoints not necessary for the route you are creating.
11. Two stops before the stop you are to get off at, click “New WayPoint” and label it with verbiage about preparing to get off the bus.
    1. I usually say “prepare to get off the bus. Your stop is two stops away.”
    2. Uncheck “Not your Stop” so that this WayPoint fires off no matter the speed of the bus.
12. Prior to the last stop, click “New WayPoint” and place it between the stop before where you are to get off at and the stop you are to get off at.
    1. Label this WayPoint with verbiage about pulling the yellow cord and preparing to get off the bus.
    2. Uncheck “Not your Stop” so that this WayPoint fires off no matter the speed of the bus.
13. Make sure to save the route frequently.
14. Export the route to the cloud when you are finished.