

Driver Route Schedule Instructions

Date: [Insert Date]

To: [Driver's Name]

From: [Supervisor's Name]

Subject: Route Schedule Instructions for [Date]

Dear [Driver's Name],

We hope this message finds you well. Below is your route schedule for the day:

Route Details

- **Start Point:** [Location]
- **First Stop:** [Stop Name & Address] - Departure Time: [Time]
- **Second Stop:** [Stop Name & Address] - Departure Time: [Time]
- **Third Stop:** [Stop Name & Address] - Departure Time: [Time]

Important Instructions

1. Please ensure to check the vehicle before departure.
2. Follow the route as scheduled for timely delivery.
3. Communicate any delays to [Supervisor's Contact Information].
4. Adhere to safety regulations at all times.

If you have any questions or need further clarification, feel free to contact me.

Thank you,

[Supervisor's Name]

[Company Name]

[Contact Information]