Los Angeles Unified School District  
Transportation Services Division

DATE: June 19, 2014

TO: LAUSD Bus Drivers on Long Term Absence

FROM: Lina Diep
Human Resources Representative

SUBJECT: CLEARANCE FOR PARTICIPATION IN FALL BID 2014

If you intend to participate in the Fall Bid, and were absent for more than 20 days at the end of C-Basis, June 6, 2014, you must do the following to be eligible to bid:

1. Obtain verification from your treating physician indicating you are **cleared to return to work by the start of fall dry runs, August 8, 2014.**

2. Bring your verification form to the Personnel Unit at Transportation Services Division, 115 N. Beaudry Ave., Los Angeles, CA 90012 no later than **10:00 a.m., Friday, July 18, 2014.**

3. Depending on the type of absence, you may be required to do one or more of the following:
   - Return-to-Work physical
   - Drug test
   - Credential check

If you fail to complete the return to work requirements described above, you will not be eligible to participate in the Fall Bid. Drivers who clear after bid sessions are over will bid from the remaining routes/buses. **There will be no exceptions.**

Also be advised that the clearance process is approximately 2 hours, so plan your schedule accordingly.

If you have any questions regarding this information, you may contact me at 213-580-4408.

c: D. Wilkes  
   S. Beltran  
   C. Ntaya  
   RTMs