Los Angeles Unified School District
Transportation Services Division

OVERVIEW OF THE BID PROCESS SUMMER 2014

Schedule
The 2014 Summer Bid Meetings for Drivers are scheduled as follows:
Light Bus Drivers       Saturday, May 31, 2014
Heavy Bus Drivers       Saturday, June 7, 2014

Bid sessions will be held in the Lunch Room at the Transportation Services Division office located at Roybal Learning Center. Please refer to the attached summer bid invitation for information regarding your bid time, classification, and seniority number.

Bid Parking
Parking will be available at the Downtown Business Magnet School at 1081 W. Temple Street, Los Angeles, CA 90012. A shuttle bus will transport drivers to and from the bid location.

Bid Location
Bid check-in and meetings will begin inside the Roybal Learning Center parking structure near 1st Street and Beaudry Avenue. Please enter through the double glass doors closest to the Transportation Services Division’s main entrance. Drivers will wait in the “Bid Review Area” until called into the Bid Room (Lunch Room) for the actual bid. If your name is called and you are not present or there is no proxy on file, you will not be allowed to bid until the beginning of the next session.

Bid Process
Drivers will be allowed inside the facility only at their specified bid time as shown on the summer bid invitation. Drivers can only bid on routes and buses from the same parking location in bid priority order, in accordance with the Unit C Contract. REMINDER!! If you believe your bid priority has been calculated incorrectly, complete the Bus Driver Bidding Priority Inquiry Form and return it to Lina Diep, Personnel Unit, 115 N. Beaudry Avenue, Los Angeles, California 90012 by 4:00 p.m. on Friday, May 16, 2014. You can download the form from the Transportation Services Division’s website at http://achieve.lausd.net/transportation under Division Staff/Current News.

Route and bus availability will be updated and projected in the Bid Review Area and in the bid room throughout the bid process. This will keep you updated on what routes and buses remain available. You will be responsible for monitoring these projected updates. Drivers will be allowed a maximum of two (2) minutes to make their route and bus selections.

SPECIAL NOTE: Drivers who are assigned to a bus as a reasonable accommodation for a medical condition will not be allowed to bid a cover route but may bid a route from any location as long as it meets the capacity and fueling location requirements of the medically assigned bus.

Route and Bus Information
Information on available routes and buses for the summer bid will be sent to the ABS, garages, and region offices. They will also be posted on the Transportation Division website http://achieve.lausd.net/transportation under Division Staff/Current News on or about May 23, 2014 for light bus drivers, and June 4, 2014 for heavy bus drivers. Individual bid books will not be provided to each driver at the bid. All information on these sheets is subject to change. Be prepared to review route and bus updates when you arrive.

Prior Clearance for Participation in the Summer Bid
Drivers who are absent more than twenty (20) days must provide original written medical clearance from their treating physician by 10:00 a.m. May 23, 2014 for light bus drivers, and by 10:00 a.m. May 30, 2014 for heavy bus drivers indicating their ability to return to work by the first summer dry run date of June 12, 2014. Drivers must also clear with the Safety Center and submit to Drug Testing. (Please note the medical and drug-testing facilities do not accommodate

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Any driver failing to clear in the allotted time will not be eligible to bid a summer assignment. There are no exceptions. Any additional questions regarding clearance through Personnel may be directed to Lina Diep at (213) 580-4408.

**As-Needed Assignments**
If you are unable or elect not to bid a summer route, you may sign up for "As-Needed" assignments. In order to be eligible to receive "As-Needed" work, you must submit the required paperwork by June 11, 2014, to the Dispatch office. This paperwork is included in your bid packet and will also be posted on the Transportation Division website at [http://achieve.lausd.net/transportation](http://achieve.lausd.net/transportation) under Division Staff/Current News.

**Vehicle Orientation**
Vehicle orientation is scheduled for June 11, 2014, at the Gardena and Sun Valley locations. Contact your Driver Trainer for scheduled times.

**Bid by Proxy**
If you plan to bid by proxy, you must submit the proper form to the Personnel Unit- Roybal Learning Center no later than 4:00 p.m., May 30, 2014 for Light Bus Drivers, and 4:00 p.m., June 6, 2014 for Heavy Bus Drivers; please provide a copy of your signed proxy form to your designee. Your proxy must check in at your designated bid time and be present when your name is called. No verbal or phone designation will be accepted on the day of the bid.

**Dry Run**
Dry runs for routes starting June 16, 2014 and July 1, 2014, are scheduled for Thursday, June 12, 2014 and Friday, June 13, 2014. Contact your summer ABS/AABS for sign on time and any additional instructions. If the bus you bid is not available on the dry run date see the Cover ABS at the lot for a spare bus. You may request a copy of your summer school route sheet from your current supervisor or see the cover driver ABS at the bus lot before your dry run date.

**Bid Site Rules**
Children and/or unauthorized guests will not be allowed into the bid sessions. Only drivers who are bidding and proxies will be admitted. Cell phones and electronic devices must be turned off during the bid. Excess noise is disruptive to drivers who are bidding and causes confusion. If you need to make/take a phone call, please step outside the cafeteria. Food and drinks are not allowed.

**Attendance Policy for Summer Assignments**
Vacation leave cannot be granted during the summer. FMLA illness, regular illness, and/or bereavement leave may be granted, with the appropriate verification. Drivers who are absent five days, including an entire day or any portion thereof, may be released from their assignment.

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**ALL BIDS ARE FINAL!**

**IMPORTANT DATES TO REMEMBER**

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
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<tbody>
<tr>
<td>May 16, 2014</td>
<td>Driver bid priority inquiry form due to Personnel by 4:00 p.m.</td>
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<tr>
<td>May 23 &amp; May 30, 2014</td>
<td>Last day for drivers on leave of absence to clear through Personnel by 10:00 a.m.</td>
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<tr>
<td>May 23 &amp; June 4, 2014</td>
<td>Summer route/bus information distributed and posted online May 23, 2014 for light bus driver &amp; June 4, 2014 for heavy bus driver</td>
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