Los Angeles Unified School District
Transportation Services Division

DATE: June 25, 2015

TO: LAUSD Bus Drivers on Long Term Absence

FROM: Lina Diep and Sonya Rivera
Human Resources Representatives

SUBJECT: CLEARANCE FOR PARTICIPATION IN FALL BID 2015

If you intend to participate in the Fall Bid, and were absent for more than 20 days at the end of C-Basis, June 5, 2015, 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 on August 14, 2015.**

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 24, 2015.**

3. Depending on the type of absence, you may be required to do one or more of the following:
   - Return-to-Work physical
   - DL 51 physical (see attached)
   - 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 the deadline will bid from the remaining routes/buses after the fall bid has concluded. **There will be no exceptions.**

Also be advised that the clearance process is approximately 2 hours, so plan your schedule accordingly. Do not bring children unless there is another adult to supervise them while you are processing.

If you have any questions regarding this information, you may contact Lina Diep at 213-580-4408 or Sonya Rivera at 213-580-4414.

c: D. Wilkes
   Y. Kim
   C. Ntoya
   RTMs