The Mission of Transportation Services Division is to support the educational process through safe, dependable, and cost-effective transportation and fleet services.

Los Angeles Unified School District
Transportation Services Division

OVERVIEW OF THE 2019 FLEET MAINTENANCE BID PROCESS

BID DATE: SATURDAY, JUNE 1, 2019

Location: 115 N. Beaudry Ave./Roybal Learning Center
Los Angeles, CA 90012

Bid Procedures
You must attend the bid during the scheduled session for your job classification, either in person or by proxy, to select a location and shift from those made available. Employees will bid in priority order, in accordance with the Unit C Bargaining Agreement. When an employee’s priority number and name are called, the employee will have two (2) minutes to bid a location and shift. Once an employee has confirmed his/her bid, the employee will be redirected out of the bid room, unless bidding proxy for another employee. During bidding, there should be no talking by others in the room. Employees who do not respond after their name is called a second time will be considered absent and the bid will proceed to the next employee. If you are not present at your assigned session when your priority number is called, you will not be allowed to bid until the end of the session. All bids are final and will take effect on Monday, July 1, 2019!

For more information, employees should refer to the Unit C Bargaining Agreement regarding bidding procedures.

Bidding Priority
Attached is the bidding priority list for the 2019 Fleet Maintenance Bid. You will be allowed to bid in seniority order in accordance with the Unit C contract. If you believe your seniority has been calculated incorrectly, please complete the Bidding Priority Inquiry Form, keep a copy for your records, and return the original to Sonya Dominguez in Personnel at 115 N. Beaudry/Roybal Center, Los Angeles, CA 90012, by 4:00 p.m., May 24, 2019. Our email address is: tsd.bid@lausd.net
The form can be downloaded at: transportation.lausd.net/ Division_Staff/Current_News.

All forms must be submitted by the deadline to be processed. Corrections will not be made to the Bidding Priority List after the deadline or at any of the bid sessions.

Location and Shift Selection
Locations and shifts made available for bid are posted online at: transportation.lausd.net/ Division_Staff/Current_News.

The information on the bid sheets is subject to change. Any last minute changes will be handed out on the day of the bid. Plan to arrive at the bid site a few minutes early to review updates and to revise your bid selection, if necessary.

Bid by Proxy
If you plan to bid by proxy, you must submit the proper form to the Personnel Unit, 115 N. Beaudry Ave., by 4:00pm May 24, 2019.
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**Bid Site Rules**
You will not be allowed to bring friends, family members, or pets to the bid. Only employees will be admitted to the Transportation Services Division Bid cafeteria.

**Clearance for Return to Work**
In order to participate in the bid, employees who are absent more than 20 days, are on a Workers’ Compensation leave of any length of time, or have a safety or credential hold are required to provide verification they will be cleared to return to work by **Friday, May 31, 2019**. This verification form is due in person to the Personnel Unit, 115 N. Beaudry, no later than **Thursday, May 30, 2019 at 10:00 a.m.** The clearance process may include a drug test, physical and/or credential check.

Employees who fail to clear in the allotted time will forfeit their eligibility to bid for a location and shift and must wait until they return to work to select a location and shift. **There are no exceptions.**

**Tool Boxes and Uniforms**
Employees will be required to move their own toolboxes and uniforms to their new location. Coordinate with garage supervisor to schedule a date and time.

| FLEET BID - IMPORTANT DATES TO REMEMBER |
|-------------------------------|--------------------------|
| **Date** | **Activity** |
| May 24, 2019 | Bidding Priority Inquiry Form due to Personnel by 4:00pm |
| May 24, 2019 | Proxy Form due to Personnel by 4:00pm |
| May 30, 2019 | Date for employees to clear with Personnel by 10:00am |
| May 31, 2019 | Employees on leave must return to work by this date |
| June 1, 2019 | Fleet Maintenance Bid |
| July 1, 2019 | All newly bid assignments take effect |

**c:**  R. Solchenberger  
L. Montoya  
G. Wolters  
All Garages