

Dear Bus Drivers, Van Drivers, and Bus Aides,

We hope this email finds you and your family well and that you had a fabulous and relaxing summer! It is that time of year again for our team to return to work!

We are extending a special "Thank You" to all staff members who assisted with the successful summer program. We hope you can return next summer.

August 13th, 2024, is Route Bid Day. All **Bus and Van Drivers** are scheduled to return to work. **Bus Attendant's return to work date is August 19th**; prepare to ride with your driver and complete your online training. This year, we are offering Bus Attendants the opportunity to participate in the training day (8/14) and the field trip (8/16). As a valued part of our team, management would like to extend these opportunities for team bonding and valuable information. Please email or call Linda ([linda.daughtry@trusd.net](mailto:linda.daughtry@trusd.net) or 916/566-3405 X37001) if you will attend these additional days by 8/9/24.

A copy of the District and work calendars will be available on our webpage, and you should have received one via email from HR.

Drivers (Bus and Van), please report to Grand Ave at 7:30 AM on 8/13/24 prepared for the Route Bid. This year, we will conduct Route Bid via Hybrid (Zoom/In Person) starting at 8 AM. Route Bid will be in the employee lounge and office. Space is limited to the group scheduled at a specific time frame (groups of 15 by seniority). You can enter the employee lounge/office area during your scheduled time or log into Zoom to bid (outside the lounge); you must be at the bus yard.

Limited computer terminals will be available in the employee lounge—report with your laptop and cord, phone, etc. Please check your equipment and call IT at 916/566-3400 if you are experiencing any issues. You may need to bring your laptop to a TRUSD location to ensure the WIFI/VPN works.

We will hold a BID TEST meeting on 8/9/24 at 8:30 AM; please check your email for the invite. It is highly suggested that you volunteer to participate and ensure your equipment works if you use Zoom to submit your Bid. If you are not attending the Bid, proxy forms are available on the website. Submit completed forms to Victoria Sanchez by 8/9. You must report any absence in Red Rover.

Please review the attached agenda and the in-service schedule for more information.

The district continues to use the Public Works App for mandatory training, and an email from HR was sent out with the link and instructions. **All staff** must complete training sessions during work hours **before the start of school**; please check with your supervisor if you need more time to finish. Please complete all practice driving, cleaning, Public Works class time, bus preparations, route changes, and any additional duties during regularly scheduled hours.

Please find attached a list of bullet points (QUICK VIEW) with information that will be helpful.

We encourage you to contact Federico or Victoria if you have any questions; email is preferred.

Thank you!

## **QUICK VIEW LIST**

### **BID**

- All route bid books are available on the lounge (Grand Ave) tables and on our district webpage.
- 8/13/24 - **MANDATORY** - Bus Drivers and Van Drivers report to Grand Ave for Bid at 7:30 AM. Van Drivers, complete your online “Public Works” training.

### **Bus Attendants report on 8/19/24.**

- Bring your laptop/phone and power cord with you.
- Bid is scheduled for 8/13/24 at 8 AM – Hybrid (Zoom/InPerson). Please have your name visible on your ZOOM profile during the Bid.
- Proxy sheets are available on the WEBPAGE; submit to Victoria Sanchez by 8/9/24
- Check your equipment; call IT if you need assistance (916)566-3400
- Bring a comfortable chair if you choose to sit outside.

### **TRAINING**

- Bus Drivers and Van Drivers must bring all current credentials to the training department by 5 pm on Friday, 8/16/24.
- Mandatory Inservice will take place on Wednesday, 8/14; you must attend at the scheduled time. See the info below.
- PUBLIC WORKS training must be completed by Monday, 8/19, at the end of the day.
- PUBLIC WORKS login video can be found on our TRUSD Apps Portal in the TRUSD folder.

An instructional video is on the Transportation Services Webpage under Computer Training.

### **IN-SERVICE - back to school Rio Tierra Jr High**

- Bus preparation, route driving 8/13, 8/15 and 8/19.
- Inservice is scheduled for 8/14 at Rio Tierra Jr High. Please come to the bus yard and catch a bus to the school. The bus will depart by 7:00 – 7:15 AM. Breakfast will be available in the multipurpose room at 7:30 AM.
- Please submit your address/phone number change to HR and Erika.

### **[Personal Information Change Form \(Name/Address/Phone/Email/Gender Change\)](#)**

- See Scot for your Pacific Pride fueling card (if you have not received one)
- Route changes must be submitted via an email to Karen Solari and CC Victoria
- Vests, wrap-around, and/or tie-downs will be available in Shop on 8/13/24.