DATE: April 29, 2019

TO: School Bus Drivers

FROM: Peter J. Jabbia, Associate Superintendent

SUBJECT: Transfer Fair Packet

The St. Tammany Parish School Board will conduct a Transfer Fair for all Bus Drivers interested in vacant routes. The Transfer Fair will begin April 29, 2019 with all transfers effective August 9, 2019.

Bus Drivers, Temporary Drivers, and Itinerant Drivers are eligible to participate in the Transfer Fair. Day-to-day substitute drivers are not eligible to participate in the Transfer Fair process.

Employees interested in a vacant route must submit a transfer request form to the Human Resources Department by 4:30 pm on or before the day of each deadline as outlined in the timeline provided in the Transfer Fair packet. A transfer form must be completed for each route of interest. Forms may be faxed to 898-3205 or scanned in an email to maryjo.dayboes@stpsb.org.

Routes will be awarded per Louisiana Revised Statute 17:493.1. Employees who are awarded vacant routes will be notified by the Human Resources Department. This voluntary transfer process will continue until all routes are filled or until June 14th. Vacant routes not filled as a result of the Transfer Fair will be filled by an approved applicant. Routes that become available after the final round of the Transfer Fair, will be considered temporary and filled with a Substitute Driver, Temporary Driver, or an Itinerant Driver.

Should you have any questions, please contact my office at 898-3279.
Transportation Transfer Fair Timeline
Effective for the 2019-2020 School Session

April 29 – Vacancy list posted to the website/Mass Mailing
May 7 – Deadline for Transfer Requests to the Human Resources Department by 4:30 p.m.
May 9 – Positions filled

May 14 – Vacancy list posted to the website/Mass Mailing
May 22 – Deadline for Transfer Requests to the Human Resources Department by 4:30 p.m.
May 24 – Positions filled

May 29 – Vacancy list posted to the website/Mass Mailing
June 7 – Deadline for Transfer Requests to the Human Resources Department by 4:30 p.m.
June 14 – Positions filled
Bus Driver
Transfer Request

Consideration is requested for a transfer:

From:
(Route #)

To:
(Route #)

This form must be submitted to the Human Resources Department by 4:30 p.m. on or before the day of each deadline as outlined in the timeline provided in the Transfer Fair packet. A transfer form must be completed for each route of interest. Forms may be faxed to 898-3205 or scanned in an e-mail to maryjo.dayboes@stpsb.org. Late forms will not be considered.

__________________________________________________________
Employee’s Name (PRINTED)    Employee Identification Number

__________________________________________________________
Employee’s Signature          Date

__________________________________________________________
Employee’s Telephone Number

For Office Use Only

__________________________________________________________
Director of Human Resources    Date

Copy- Human Resources Department          Copy- Employee

(Rev. 3/2018-mjdb)
<table>
<thead>
<tr>
<th>Position</th>
<th>Route #</th>
<th>Approx Miles</th>
<th>Schools Served</th>
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<tbody>
<tr>
<td>Bus Driver</td>
<td>19</td>
<td>28.5</td>
<td>Covington High, Lyon Elementary</td>
</tr>
<tr>
<td>Bus Driver</td>
<td>31</td>
<td>25.6</td>
<td>Covington High, Pitcher Junior High, Pine View Middle, St. Peters</td>
</tr>
<tr>
<td>Bus Driver</td>
<td>116</td>
<td>30.5</td>
<td>Fontainebleau High, Lyon Elementary</td>
</tr>
<tr>
<td>Bus Driver</td>
<td>165</td>
<td>67</td>
<td>Lakeshore High, Monteleone Junior High</td>
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<tr>
<td>Bus Driver</td>
<td>195</td>
<td>32</td>
<td>Madisonville Junior, Lancaster Elementary, Madisonville Elementary</td>
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<td>Bus Driver</td>
<td>208</td>
<td>40</td>
<td>St. Peters, Pitcher Junior, Covington Elementary</td>
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<td>32.3</td>
<td>Mandeville Junior High, Fontainebleau Junior High</td>
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<td>Bus Driver</td>
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<td>63.6</td>
<td>Madisonville Junior High, Lancaster Elementary, Madisonville Elementary</td>
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<td>Bus Driver</td>
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<td>32.6</td>
<td>Abita Springs Middle, Marigny Elementary, Magnolia Trace Elementary</td>
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<tr>
<td>Sped Driver</td>
<td>262SE</td>
<td>66.9</td>
<td>Folsom Junior High, Covington Elementary, Lyon Elementary, Pine View Middle</td>
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