

LOS ANGELES UNIFIED SCHOOL DISTRICT



SCHOOL BUS DRIVERS

Goals: The purpose of this document is to provide an overview of expectations for Los Angeles Unified School District Transportation School Bus Drivers during the interim period until we return to educating all students in brick and mortar public schools.

GUIDING PRINCIPLES

- Focus on equity and access - Support those in need the most
- Strive for excellence and high expectations - Find the balance between high expectations and recognizing the wide variations in the circumstances of students, families, and staff
- Model mutual respect - Value the input from all stakeholders and assume the best intentions for everyone involved in supporting our students
- Practice collaboration - Accomplish more by working with and caring for one another during these times

DEFINITION

The District is providing high-quality educational opportunities to students to the extent feasible through, among other options, distance learning and/or independent study. There are many resources for teachers, parents, and students. L.A. Unified offers a wide range of subscription-based, paid online resources to continue learning, workbooks and other materials, as well as a historic partnership with PBS SoCal, KCET, and KLCS to bring over the air television programming aligned to K-12 standards directly into the homes of students without devices.

GUIDELINES AND EXPECTATIONS FOR SCHOOL BUS DRIVERS

1. The School Bus Drivers should be assigned work during regular school business hours. Regular school business hours are typically between 7:30am-3:30pm. School Bus drivers will be assigned to the closest school site/worksites to their home address on file based on the operational needs of the District. All concerns with assignments will be discussed with their respective Regional Transportation Manager.

School Bus Drivers will be assigned to provide logistical support at local L.A. Unified schools. Administrators/Principals should communicate with the School Bus Drivers and the staff they support about what each of their roles are.

2. Please see the following suggested activities Bus Drivers may perform:
 - a. Check in with Principal or Administrator.
 - b. Employees should be available to support school site staff depending on the daily needs of the school. This may include assisting with answering the telephone, and relaying information requests to the Administrator or designated staff.

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- c. Support administrator with logistical and safety issues at the worksite. When practicable, and based on the needs of students, the school site Administrator shall use Supervision and Campus Aides for logistical and safety issues. This may include the support of the contact tracing process. As the needs of the site may change, Bus Drivers will need to have flexibility in supporting the school. Additionally, Bus Drivers are encouraged to report safety concerns to the site Administrator or their designee.
- d. Receives and distributes office and student supplies, including devices and instructional materials, as necessary related to the school site assignment.
- e. Serve as an additional adult to sit in virtual classrooms as needed so that more than one adult is present. Bus drivers may also support tutoring. Bus drivers shall not serve as teachers in the classroom.
- f. Receives, sort, and distributes incoming and outgoing correspondence.
- g. As Bus Drivers understand varying transportation concerns, they may serve as a liaison from the school site to the Division of Transportation, by communicating any concerns or questions to the Regional Transportation Manager.
- h. Bus Drivers may assist the Administrator at the site, with operating various office equipment, based on their abilities and the needs of the school. Bus Drivers may request instruction or training on operating various equipment at the school site.
- i. Based on the needs and staff at the school, Bus Drivers may support the site by making contact related telephone calls and relaying appropriate information to the Administrator or other related school staff (ex. Coordinator, AP).
- j. Reports software and hardware problems to the ITD Helpdesk.
- k. Provide translation/interpretation for school personnel. Only staff with bilingual certification shall be asked to perform this task.
- l. An introduction to remote learning, such as provided to instructional aides will be accessible. Additionally, School Bus Drivers should work with the supervisor in choosing myPLN coursework related to their scope of duties and classification.
- m. Assist students with accessing District-approved technology using available job aids. School Bus Drivers will receive guidance on how to support students.
- n. For School Bus Drivers who do not have access to technology to assist our school communities, the employee should coordinate with their school site administrator for support. Equipment, technology, and internet access will be available at the school site.

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- o. School Bus Drivers should be ready and available to transport students and/or devices at the direction of the Director of Transportation or designee within the Transportation Department, such as Asst. ABS, ABS, RTM, or Transportation Director once hybrid starts.
- p. When reporting to school sites, School Bus Drivers will report in uniform and should maintain the same dress code as if they were physically going to work.
- q. School Bus Drivers will be familiarized with the Ionized Mist Sanitization process that is provided to the Garage Attendants.
- r. School Bus Drivers may be assigned comparable duties to those listed above, as necessary to meet the needs of the District and support students.

Mandated child abuse and neglect reporting requirements remain in effect.

Transportation Services employees are expected to follow all District policies, bulletins, memorandums, informative, and guidelines regarding appropriate interaction with all stakeholders should they interact virtually or in a physical setting. Specific policies of importance include:

- Code of Conduct with Students
- Code of Ethics
- Responsible Use Policy (RUP)
- Bullying and Hazing Policy
- Sexual Harassment Policy Social Media Policy for Employees and Associated Persons
- Social Media Policy for Employees

Bus Drivers should follow regular Transportation normal protocol for absences and contact via telephone or email the Principal or Administrator. All employees should submit the required District absence claim per TSD's regular protocol. All 8 hour bus drivers will be paid at 8 hours, and all remaining will be paid at 7 hours.