



Revised Route Bidding Procedures – Effective July 1st, 2017

To ensure consistency of routes through the school year, the following route bidding procedures will become effective July 1st, 2017. During these bid windows, every bus driver will have an opportunity to bid on an available route, but are not required. Please review below and sign and date the bottom of this sheet. A copy of this document will be available on the Transportation department website.

Summer Bid Period – Open from July 5th to July 26th (3 Weeks, 21 Calendar Days)

An email will be sent to all bus drivers' Kyrene email address to notify when the bid period is open. A reminder of the bid period will also be in the newsletter mailed out to the employees during the summer. Bids will be awarded, printed and ready for the first day of in-service.

How to Bid – Routes will be available to review on the Transportation department webpage under "Transportation Employee Links". A user guide is also available to walk the employee through the online bid process. All bids must be submitted via the bid form online.

August Bid Period

Round 1 – Open from July 31st – August 2nd (3 Calendar Days)

Round 2 – Open from August 7th – 9th (3 Calendar Days)

Round 3 – Open from August 14th – 16th (3 Calendar Days)

Round 4 – Open from August 21st – 23rd (3 Calendar Days)

Round 5 – Open from August 28th to 30th (3 Calendar days)

Note: Dates are specific to the 2017 – 2018 school year. Same weekly schedule will apply for upcoming school years, however dates may vary.

How to Bid – Routes will be available to review on the Transportation department webpage under "Transportation Employee Links" as well as the Bid Board in the Transportation Hallway. A user guide is also available to walk the employee through the online bid process. All bids must be submitted via the bid form online.

During the August bid period, the bid period will be open weekly for 3 days. On the 4th day, the route will be awarded and printed for the new driver to practice prior to starting the new route the 1st day of the following week. The newly vacated route will be added to the upcoming round.

Routes not awarded by the Wednesday prior to Labor Day, will be temporarily assigned by Supervisor to new hires without routes. (*Routes already part of the bid process*)



August Bid Period, *continued*

Routes vacated after the Wednesday prior to Labor Day, will be temporarily assigned by Supervisor to new hires without routes. (*Routes vacated by employees, ex: resignation, retirement or termination - on or after the Thursday prior to Labor Day, until the end of the school year.*)

Drivers temporarily assigned will stay with the route for the duration of the school year, once placed on a route.

Vacated routes throughout the school year will be noted and posted for bid the following July, prior to the start of In-service.

Scoring

Scoring is based on the employees evaluation score from the previous school year. If 2 employees have the same evaluations score the tie would be broken in the following order:

1. Hire date with the Kyrene School District
2. Bus Driver Certification Date
3. Coin Toss

Note: Employees who have not received an evaluation from the previous school year are eligible to bid on available routes with a score of "0" (zero) as their evaluation score.

Driver Printed Name

Driver Signature

Date

By signing this document, the employee acknowledges receipt of this document, outlining the new route bidding procedures.