



Antelope Valley Schools Transportation Agency

January 5, 2021

Happy New Year and welcome to 2021! We hope you all had a safe and happy holiday break with your friends and family. We are back here at the Agency and preparing for the new year as we speak. Our current goal is to get our fleet in full operational shape after the long and intermittent breaks in work and service that we have had. Below you will find instructions for our return to work on

January 11, as well as information that is important to your job and our operation. Please read it completely and thoroughly so that our return from the holidays runs smoothly and we get our entire fleet up and running.

1. Resuming on January 11, all drivers and aides holding contracts for food delivery will still report and clock in at their contracted time for their routes.
2. Continuing on January 11, all drivers and aides holding contracts for Autism Academy will report and clock in at their contracted times for their routes.
3. Beginning on January 11, there will be routes that will be temporarily assigned prior to bidding for a number of Westside SPED routes. Those routes will be formally bid on a date to be announced.
4. All other routes and programs have been ended by our districts, so any contracts held other than the ones listed above are terminated per the current CSEA/Agency MOU. Drivers who held contracts for those programs will revert to their previous cohort contract and calendar effective January 11, 2021.
5. Drivers will report to work on the days scheduled for their cohorts (See the cohort schedule on the employee portal) beginning with the Yellow AM/PM Cohort on Monday, January 11, and continuing on per the calendar schedule for the following weeks. Drivers that are not scheduled to report in person to the Agency must clock in at their scheduled cohort hours and remain on call during their contracted hours.
6. **Aides will not be required to report with their cohorts but must clock in remotely.**
7. The same procedure for clock-in and job assignment will be followed as was followed previously. **All duties will involve driving assigned buses on predetermined routes to check for bus issues as well as maintain bus fitness for use. Drivers must report to work prepared to do so.**

Should you have any questions regarding this memo or schedule, please contact Josie or Adam for clarification. Please watch the web site and check your email as changes may occur at any time. You will be informed of any changes as soon as they become available to us.

Thank you for your cooperation and patience. Stay safe.

Morris