



Antelope Valley Schools Transportation Agency

**February 16, 2021**

I hope all is going well with all of our AVSTA work family and all of you are safe and healthy. As COVID safety directives from the county and increased vaccinations begin to show health improvement in the area, our districts are slowly beginning to increase their activity. AVUHSD resumed attendance of SPED students today, Westside began limited SPED attendance today, and we continue to deliver food for both Westside and AVUHSD. Additionally, Westside is considering extended attendance for SPED and AVHSD may begin some limited sports competitions. As with all that we have done over the past year, any activity is affected by COVID statistics, but we are hopeful that these are signs of better things to come.

All of the above being said, we will need all personnel on duty beginning Monday, February 22. Please review the following for specific expectations and instructions:

1. **Beginning February 22, all drivers and aides are required to clock in at their assigned time in person: Drivers and aides under driving contracts report at their contracted time. All other drivers and aides will clock in at their regular cohort clock-in time every day.** The remote clock-in option will be closed.
2. Procedures for call-out, leave request, and vacation requests will remain the same. **Reminder: All vacation time must be preapproved.**
3. Beginning on February 22, there may 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. The same procedure for clock-in and job assignment will be followed for route and job assignment pick-up as was previously used.

Should you have any questions regarding this memo or schedule, please contact Josie, Adam or Charles 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



## **February 17, 2021**

A note of clarification for drivers of AVUHSD food deliver drivers and aides and Autism Academy drivers and aides:

1. AVUHSD drivers and aides will still be **required to report to work on Fridays at their contracted time and clock in.** Work for the day will be assigned at that time.
2. Autism Academy drivers and aides **should report to work at 7:30 AM and clock in on days that their routes are not scheduled to run.** Work for the day will be assigned at that time.
3. A reminder that as of February 22, 2021, remote clock-in will not be available.