



LAFAYETTE

PARISH SCHOOL SYSTEM

CHARITY BULLER

Routing & Scheduling Analyst

Transportation Department

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May 4, 2023

TO: All Full-Time Drivers Only

FROM: Charity Buller, Routing & Scheduling Analyst

**CC: Jonathan Watson, Transportation Director
James Thomas, Transportation Coordinator**

RE: Route Bid Guidelines

This notice is to announce that we will be bidding routes that were vacant or new as of 5/4/2023. All bids must be turned in by May 23, 2023 at 12 Noon.

Viewing of Routes:

Routes will be posted in the Transportation Customer Service Center from 8:30 am - 1:00 pm May 8 2023 until 5/23/2023. All routes up for bid can also be viewed online. Follow directions below.

www.lpssonline.com

Staff Login (enter LPSS email address & password)

Administration

Transportation

Route Bid

You can bid online by clicking on the 2023 Online Bid Application. An email confirmation will be sent to your email.

When bidding make sure you fill out the route bid sheet correctly. You must be full time to bid on a route. You may bid on as many routes as you like. If you bid in the past and still don't have a full time route; you must bid on at least 7 routes.

All routes will be awarded according to seniority. Bid awards will be posted online a week or two after the bid. If you win a route please come by the Transportation Department to sign and pick up a copy of your new route. A new student roster will be provided to you at the bus driver inservice in July. If you need assistance running the route, call the office or the previous driver. The driver's contact information is listed on the route overview sheet. Introduce yourself to the administrators at each school and provide them with your contact information. Enjoy your new route