



W. L. "TREY" FOLSE, III
Superintendent

321 N. Theard St.
Covington, LA 70433
985.892.2276 • Fax 985.898.3267

DATE: April 29, 2019

TO: School Bus Drivers

FROM: Peter J. Jabbia, Associate Superintendent

SUBJECT: Transfer Fair Packet

The St. Tammany Parish School Board will conduct a Transfer Fair for all Bus Drivers interested in vacant routes. The Transfer Fair will begin April 29, 2019 with all transfers effective August 9, 2019.

Bus Drivers, Temporary Drivers, and Itinerant Drivers are eligible to participate in the Transfer Fair. Day-to-day substitute drivers are not eligible to participate in the Transfer Fair process.

Employees interested in a vacant route must submit a transfer request form to the Human Resources Department by 4:30 pm on or before the day of each deadline as outlined in the timeline provided in the Transfer Fair packet. A transfer form must be completed for each route of interest. Forms may be faxed to 898-3205 or scanned in an email to maryjo.dayboes@stpsb.org.

Routes will be awarded per Louisiana Revised Statute 17:493.1. Employees who are awarded vacant routes will be notified by the Human Resources Department. This voluntary transfer process will continue until all routes are filled or until June 14th. Vacant routes not filled as a result of the Transfer Fair will be filled by an approved applicant. Routes that become available after the final round of the Transfer Fair, will be considered temporary and filled with a Substitute Driver, Temporary Driver, or an Itinerant Driver.

Should you have any questions, please contact my office at 898-3279.

Transportation Transfer Fair Timeline
Effective for the 2019-2020 School Session

April 29 – Vacancy list posted to the website/Mass Mailing

May 7 – Deadline for Transfer Requests to the Human Resources Department by 4:30 p.m.

May 9 – Positions filled

May 14 – Vacancy list posted to the website/Mass Mailing

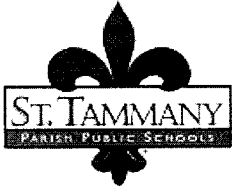
May 22 – Deadline for Transfer Requests to the Human Resources Department by 4:30 p.m.

May 24 – Positions filled

May 29 – Vacancy list posted to the website/Mass Mailing

June 7 – Deadline for Transfer Requests to the Human Resources Department by 4:30 p.m.

June 14 – Positions filled



ST. TAMMANY PARISH SCHOOL BOARD
321 N. THEARD STREET
COVINGTON, LOUISIANA 70433
Phone (985) 898-3254 Fax: (985) 898-3205

**Bus Driver
Transfer Request**

Consideration is requested for a transfer:

From: _____
(Route #)

To: _____
(Route #)

This form must be submitted to the Human Resources Department by 4:30 p.m. on or before the day of each deadline as outlined in the timeline provided in the Transfer Fair packet. A transfer form must be completed for each route of interest. Forms may be faxed to 898-3205 or scanned in an e-mail to maryjo.dayboes@stpsb.org. Late forms will not be considered.

Employee's Name (PRINTED)

Employee Identification Number

Employee's Signature

Date

Employee's Telephone Number

For Office Use Only

Director of Human Resources

Date

Copy- Human Resources Department

Copy- Employee

Round 3 External Vacancy List

Position	Route #	Approx Miles	Schools Served
Bus Driver	19	28.5	Covington High, Lyon Elementary
Bus Driver	31	25.6	Covington High, Pitcher Junior High, Pine View Middle, St. Peters
Bus Driver	116	30.5	Fontainebleau High, Lyon Elementary
Bus Driver	165	67	Lakeshore High, Monteleone Junior High
Bus Driver	195	32	Madisonville Junior, Lancaster Elementary, Madisonville Elementary
Bus Driver	208	40	St. Peters, Pitcher Junior, Covington Elementary
Bus Driver	273	32.3	Mandeville Junior High, Fontainebleau Junior High
Bus Driver	295	63.6	Madisonville Junior High, Lancaster Elementary, Madisonville Elementary
Bus Driver	348	32.6	Abita Springs Middle, Marigny Elementary, Magnolia Trace Elementary
Sped Driver	262SE	66.9	Folsom Junior High, Covington Elementary, Lyon Elementary, Pine View Middle