

Going Your Way



DPS TRANSPORTATION SERVICES EMPLOYEE NEWSLETTER

The end of the school year is a very busy time. Please update yourselves on the information provided so the end of the school year goes well for you and our students.

REMEMBER: If you do not take any students into school, this does not mean the student did not go to school. Parents may have taken the student to school and the student may still need a ride home.

Please enjoy however remember you are responsible for running all segments of your route all days. This includes early dismissals, or other schedule changes as posted. Drivers/paras with extended school year duties (i.e. Trevista, McAulliff, etc.). Please see your supervisor for the schedule for the extended days.

END OF YEAR CELEBRATIONS

HILLTOP TERMINAL: June 5 ~ 10:30 a.m. to 1 p.m.

NORTHEAST TERMINAL: June 6 ~ 10:30 a.m. to 1: 30 p.m.

IMPORTANT DATES:

TRANSPORTATION JOB FAIRS ~ June 24 (Hilltop) & June 26 (Northeast)

INSERVICE ~ August 5 & 6

ROUTE VIEWINGS ~ August 6-8

ROUTE BIDS ~ August 11 & 12 Drivers/August 13 Paras

TRAINING & ROUTE FAMILIARIZATION ~ August 18-22

BUS MAINTENANCE

The Fleet Department needs drivers and paras to identifying any problems with your bus before the end of the school year. Please record any problems both in the defect log book and also report it online in Faster.

IF IT IS NOT WORKING PROPERLY, WRITE IT UP:

- | | | |
|--|--------------------------------|----------------------------|
| ✓ Turn Signals | ✓ Brakes | ✓ Back-up Lights |
| ✓ 4-Way/8-Ways Lights | ✓ Damaged windshields | ✓ Cuts/Damaged Upholstry |
| ✓ If Bus Pulls in One Direction | ✓ Rubbing on Tires | ✓ Door or Window Glass, |
| ✓ Writing on Seats | ✓ No Padding on Seat Corners | ✓ Air Buzzers |
| ✓ Window/Emergency Door Fixes | ✓ Back-up Alarms | ✓ Missing Accident Reports |
| ✓ Missing Insurance/Registration Cards | ✓ Any Damages Not Yet Repaired | |

Their goal is to work (especially during the summer months) to provide you and our DPS students with a bus that is safe and dependable. Thank you for your help this year and have a nice summer.

TRAINING



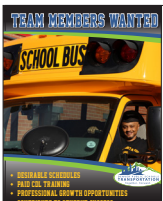
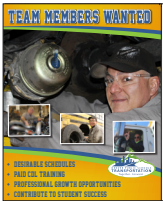
END OF YEAR REMINDERS:

Drivers and paras, we have all had a very eventful year! Now, the summer is fast approaching. The training department would like to take this opportunity to thank each and every one of you for all your hard work this year. Training has made every effort to support your needs, and in return we have some request of you before this year is considered complete. Please take the time to check off these tasks, as you complete them:

- Check the expiration status of all your credentials! (DOT card, CDL license & 1st aid card)

NOTE: If you are approaching expiration please see the Safety & Training Department.

- If you have been unsure about a certain job responsibility as a para or driver, please see the training department. We can schedule you for additional training over the summer.
- If you have any questions or training concerns, get with a CTA or staff trainer and they can assist you.



COMMUNICATION IN THE WORKPLACE

With so much communication and technology at our fingertips, it is difficult to believe that there are any communication problems in any business today. In the course of a busy workday at DPS, the importance of good communication can be easily forgotten. Please review the following five basic forms of communication.

USE THE TELEPHONE

Making a simple phone call is still common, however, it isn't always the best mode of communication for every situation. Using the telephone is good for setting up meetings or discussing items for which there is a quick resolution. As a driver, the use of a cell phone is prohibited while operating a commercial vehicle.

WRITE AN EMAIL

Email is a fast and convenient way of communicating with colleagues and employees, provided you follow a few guidelines. Use email for only disseminating factual information. Email at DPS is used for receiving news, important personnel directives, district-wide communication, payroll information, time-off requests and many other topics.

HAVE A MEETING

Meetings can help bring employees and colleagues together. It also helps to keep everyone apprised of what is happening in or with the district. It is probably the best way to communicate all important organizational business.

ONE-ON-ONE COMMUNICATION

Face-to-face communication is still the best way to speak with a colleague. This can help diffuse any misinterpretation in communicating information.

LISTEN

Listening is a highly overlooked form of communication. Everyone needs to know that their input is being heard and understood. Feeling unheard can often be the cause of low morale and employee turnover. Take time to really listen with intent is key to effective communication.

DPS Transportation Recruiting Campaign

Everyone in the department has the opportunity to be an ambassador for DPS and help refer and recruit new drivers, paras and fleet personnel.

We recently launched bus advertisements, banners, fliers and brochures. Join in the fun and help us spread the word...

DPS IS HIRING!!

TEAM MEMBERS WANTED

Apply Today!

- Desirable Schedules
- Growth Opportunities
- Paid CDL Training
- Contribute to Student Success

www.workindps.com ♦ 720.423.4630

DENVER PUBLIC SCHOOLS
Together. Forward.

DENVER PUBLIC SCHOOLS
Diversity & Inclusion Opportunity

IMPORTANT INFO

Once you complete your last run on the final day of your bus route and return to the terminal, these are required before you leave. The following are the instructions for both terminals on end of year processes:

CLEANING

- Start cleaning your bus now. Major cleaning items such as the floor ceilings, etc. will be inspected. Be sure to drive it through the bus wash.
- Clean all equipment. Both paras and drivers are equally responsible.
- Throw away all trash, and place a clean liner in the trash can.

EQUIPMENT

- Pull your bus up to the designated areas - fuel islands at Northeast and C-Lot at Hilltop.
- Turn off all accessories (including 2-way radios).
- Ensure all windows and service doors are closed and locked.
- Turn all route placards to all zeros.
- Remove all equipment from the buses. There will be training staff to help stow equipment. Begin bringing in unused equipment now to expedite the process.
- Wheelchair restraints remain on the bus in an orderly fashion in bags or on the track near the bus wall.

MISCELLANEOUS

- Remove all personal items and items left by students on your bus.
- Remove all personal items from your route box and locker. Please also remove any locks. Locks that are not removed will be cut off.
- Turn in incident reports documenting serious student behavior concerns so supervisors can follow up with parents and the schools
- All paperwork must be completed and turned in. If your bus has a defect, please document the defect in your defect book and complete the defect report in FASTER.
- Turn in Route Books – DO NOT THROW AWAY! There is confidential information in the books. Please follow posted instructions at your respective terminal.
- If you bid for summer, know the date you report for route familiarization. Failure to report will result in loss of a route this summer and next summer.
- Once the bus inspection is complete, the bus passes, and all equipment returned, each bus crew will receive a slip to obtain his or her card from the terminal dispatcher.
- Ensure you know when to return at the end of summer. See your supervisor for additional information sheets

NOTE: Do not use the water hose to clean the floor of your bus. The flooring of the bus beneath the rubber matting is plywood. Water that works its way to the plywood will warp it. Please do not sweep debris from your bus to the terminal parking lot.



CHECK CALENDARS IN THE TERMINAL

It is very important for all employees to check the calendar information located on the designated board in each terminal. This should be done twice daily (as noted in the employee handbook) for changes to school schedules and other information employees need in order to stay up with current events. School schedules change almost daily. Some schools end the school year prior to June 6 and some schools go beyond this date. Electronic reader boards also share information that is important for employee to take note of.

BUS INSPECTIONS ✓

Bus inspections, equipment returns, turning in route books and removing all personal items and items left on buses by students are all part of what needs to be done at the end of the school year.

- ✓ Bus inspections will take place on June 4-6 at Hilltop, pre-inspections at Northeast begin on May 29.
- ✓ Staff to include trainers, supervisors, etc. does all inspections.
- ✓ Final inspections occur on the final day at the end of shift.
- ✓ A completed bus inspection form (below) must be turned in and approved by your supervisor

BUS INSPECTION

TO: Bus # _____ DRIVER: _____

FROM: _____

DATE: _____

Overall your bus has been rated as:

ACCEPTABLE

UNACCEPTABLE

Re-inspection Date: _____

The following areas were inspected:

AREA	PASS	FAIL	AREA	PASS	FAIL
Driver/Dashboard area are clean	<input type="checkbox"/>	<input type="checkbox"/>	Outside of bus is clean	<input type="checkbox"/>	<input type="checkbox"/>
Windows and sills are clean	<input type="checkbox"/>	<input type="checkbox"/>	Trash is emptied/Trash liners	<input type="checkbox"/>	<input type="checkbox"/>
Ceiling is clean	<input type="checkbox"/>	<input type="checkbox"/>	Mirrors clean	<input type="checkbox"/>	<input type="checkbox"/>
Floor is swept/mopped	<input type="checkbox"/>	<input type="checkbox"/>	All items properly secured	<input type="checkbox"/>	<input type="checkbox"/>
Condition of seats Graffiti/Damage	<input type="checkbox"/>	<input type="checkbox"/>	Special Needs Equipment/Tracks	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

TEAR THIS FORM OFF AND TURN IN TO YOUR SUPERVISOR/TRAINING DESIGNEE.