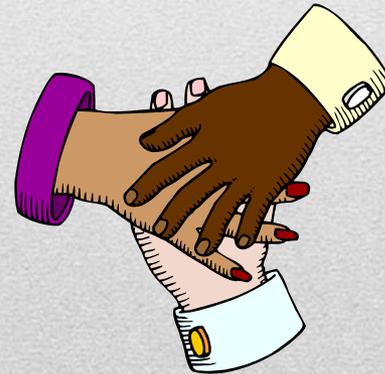




Seniority Selection Process

Information, Steps for Success & Important Tips
For Your 2014-2015 School Year Selection Day

This new process is very similar to *OTO Selection* that some drivers have already experienced. During the summer, the process was met with great success and will be implemented in the fall during the 2014-2015 School Year . The Transportation Department, HSEF along with some of your fellow drivers have been working together on implementing this new process.



Introduction

In January of 2014, HSEF conducted a survey at an annual training and the outcome of that survey was clear. The District then followed up by doing their own research and asking us at focus groups about our concerns within the Transportation Department.

An area of real concern was with the route distribution process and how favoritism was the method for drivers being assigned routes, not seniority, which we all work so hard to achieve.

The District, HSEF & bus drivers have worked together to create the Seniority Selection Process.

HSEF DOES NOT create routes.

HSEF DOES NOT assign routes.

HSEF DOES NOT create or manage the seniority list.

HSEF's role is to prevent favoritism, help the District maintain best practices throughout the process, and to assist drivers with needs & understanding.

Misconceptions

- Remember this is a new process! As dates and required times for selection become available, they will be updated and posted.
- Routes and an Area Seniority list will be available **August 1, 2014** for all Regular Education Runs through Ideas (School District Email)
- Specialized Transportation Routes will be available **August 9, 2014**
- Training will be held **August 2nd, 4th & 5th** to help drivers with logging into Ideas and to answer any questions that you may have (these dates are optional but we strongly suggest that you stop by if you have the time so that we can assist you in making an informed selection)
- *If you need assistance logging into ideas you can also call your area office for step by step instructions or see steps in this presentation.*



Important Dates & Reminders

- If you arrive late and your name has already been called your name will go to the bottom of list and you will select after all the drivers who arrived on time have selected.
- If you do not attend selection process you will be assigned a route by your area office from the routes that are left after the selection is completed and all drivers that attended have selected.
- If you select a run in the area of the school (local) you could be considered a double back driver (please check route carefully before selecting)
- You're guaranteed a route. Stops will be added and deleted when necessary by Routing and Planning
- Seniority will be based on Area not Countywide Seniority, if you have an issue with seniority list please be sure to contact your area office so that it can be addressed prior to your scheduled selection date

Steps to Success: PREPARE

- Review your schedule detailing dates and times you are to arrive for selection
- Arrive at selection on time
- Sign in and take a seat
- No conversation during selection please, we all need to respect everyone's time sensitive selection
- Drivers names will be called in seniority order (within areas 1-8 and magnet)
- Keep up with your cheat sheet, this will ensure that your selection time is adequate
- Drivers will have 45 seconds to make selection
- Make sure you have plenty of choices when its your turn to select this will ensure your selection time is adequate
- If you drive a 77 passenger bus and you select a route that is considered 65 passenger please be aware that your route will be one of the first considered for student overflow
- After you have made selection you are free to leave

Steps to Success: SELECTION

There are two ways to login to IDEAS:

- INTERNET (*less security, slower*): <https://www1.sdhc.k12.fl.us/login>

OR

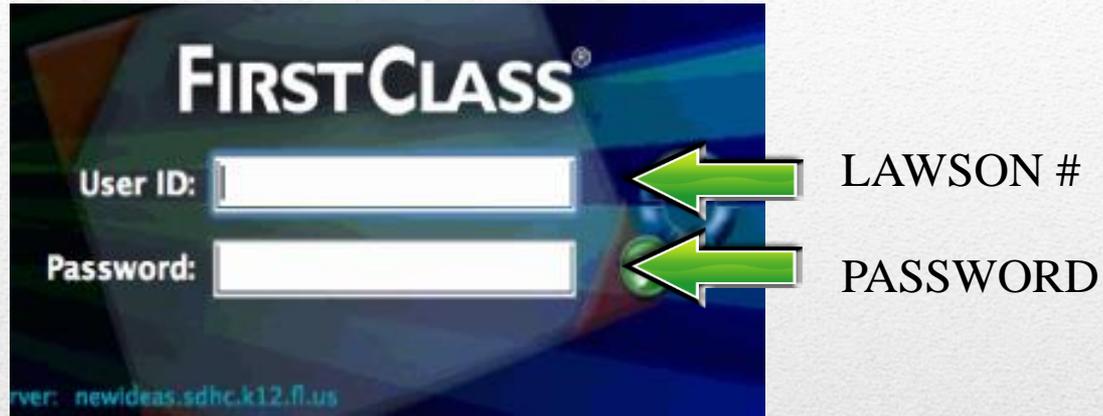
- **FirstClass Client Software** (*more secure, faster, improved functionality*) **WE RECOMMEND** you use the software on a district computer or at home.
- **Note:** If you download FirstClass to your own computer or device make sure the server address is set to: **newideas.sdhc.k12.fl.us**



To download and install the free client software:
<http://www1.sdhc.k12.fl.us/clientdownloads/>

Logging Into Ideas

IMPORTANT - All district employees will be required to use their six digit Employee ID (Lawson number) as their User ID to log-in for First Class/IDEAS.



Enter your password that you have previously set for your USERID or PID.

To change your PID password or Employee ID Number password, go to

<https://edconnect.sdhc.k12.fl.us/pw>

Logging Into Ideas

- After you have logged into IDEAS look for the Transportation Department Icon (Yellow School Bus)



- Double click to enter the Transportation Desktop
- Look for PDF documents that contain the **2014-2015 Routes** specific to your area.

Cheat Sheets and seniority lists will be available here as well.



Conference: Transportation 10 Files 2 Folders School District of Hillsborough County: Desktop • Transportation OTO7

Selection Day Archives7 (138) OTO7 Guidelines

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Subject	Name	Size	Last Modified
Adobe Acrobat Document	Area 1 2013-2014 Summer ESY Routes.pdf	81K	2014/6/9 8:52 AM
Adobe Acrobat Document	Area 2 2013-2014 Summer ESY Routes.pdf	82K	2014/6/9 9:59 AM
Adobe Acrobat Document	Area 3 2013-2014 Summer ESY Routes.pdf	81K	2014/6/9 10:00 AM
Adobe Acrobat Document	Area 4 2013-2014 Summer ESY Routes.pdf	82K	2014/6/9 10:01 AM
Adobe Acrobat Document	Area 5 ESY 2013-2014 Summer Runs.pdf	68K	2014/6/9 6:47 AM
Adobe Acrobat Document	Area 6 2013-2014 ESY Summer Routes.pdf	77K	2014/6/9 9:14 AM
Adobe Acrobat Document	Area 7 2013-2014 Summer ESY Routes.pdf	70K	2014/6/9 10:04 AM
Adobe Acrobat Document	Area 8 2013-2014 Summer ESY Routes.pdf	74K	2014/6/9 10:03 AM
Adobe Acrobat Document	Cheat Sheet.pdf	202K	2014/6/10 10:50 AM

Inside Ideas

- While inside IDEAS review all the necessary documents to ensure your successful selection.
- Routes, CHEAT SHEETS, Seniority Lists & other documents will be available to you inside the Transportation Desktop.
- Review & understand your Route so that on selection day when your name is called you will be prepared!

Area 1 Regular Ed Transportation						
Route #	School # 1	Start Date	Ending Date	School # 2	Start Date	Ending Date
R101	Anderson ES	6/16/2014	7/10/2014	Wilson MS	6/23/2014	7/31/2014
R102	Anderson ES	6/16/2014	7/10/2014	Wilson MS	6/23/2014	7/31/2014
R103	Roosevelt ES	6/16/2014	7/10/2014	Wilson MS	6/23/2014	7/31/2014
R104	Anderson ES	6/16/2014	7/10/2014	Wilson MS	6/23/2014	7/31/2014
R105	Graham ES	6/16/2014	7/24/2014	Stewart MS	6/23/2014	7/31/2014
R106	Tampa Bay ES	6/16/2014	7/10/2014	Stewart MS	6/23/2014	7/31/2014
R107	Tampa Bay ES	6/16/2014	7/10/2014	Stewart MS	6/23/2014	7/31/2014
R108	Tampa Bay ES	6/16/2014	7/10/2014	Stewart MS	6/23/2014	7/31/2014
R109	Graham ES	6/16/2014	7/24/2014	Stewart MS	6/23/2014	7/31/2014
R110	Roosevelt ES	6/16/2014	7/10/2014	Stewart MS	6/23/2014	7/31/2014
R111	James ES	6/16/2014	7/10/2014	Monroe MS	6/23/2014	7/31/2014
R112	Just ES	6/16/2014	7/10/2014	Pierce MS (AVID)	6/16/2014	7/10/2014
R113	Just ES	6/16/2014	7/10/2014	Monroe MS	6/23/2014	7/31/2014
R199	Reg Ed Sweep	6/16/2014	7/23/2014			

Area 1 Specialized Transportation						
Route #	School # 1	Start Date	Ending Date	School # 2	Start Date	Ending Date
S101	Seminole ES	6/16/2014	7/10/2014	Carver EC	6/16/2014	7/10/2014
S102	Tampa Bay Blvd ES	6/16/2014	7/10/2014	Carver EC	6/16/2014	7/10/2014
S103	Carver EC	6/16/2014	7/10/2014			
S104	Anderson ES	6/16/2014	7/10/2014	Carver EC	6/16/2014	7/10/2014
S105	Carver EC	6/16/2014	7/10/2014			
S106	Seminole ES	6/16/2014	7/10/2014	Carver EC	6/16/2014	7/10/2014
S107	Carver EC	6/16/2014	7/10/2014			
S108	Lowry FS	6/16/2014	7/10/2014	Carver EC	6/16/2014	7/10/2014

Review Routes

- For questions and directions feel free to contact HSEF: 813-231-2030
- Speak with other drivers who have successfully completed the Summer Selection Process or OTO Selection Process for tips and advice.
- This document along with other helpful employment information are available at www.HSEFonline.org

Questions?
