



FRANK J. JABBIA
Superintendent

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

DATE: April 17, 2023

TO: School Bus Drivers

FROM: Lori F. Niehaus, Director of Human Resources

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 24, 2023 with all transfers effective August 10, 2023.

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. The forms are fillable and must be sent via e-mail. Type your information on the form and send it to ashley.courville@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 29th. 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 about routes, contact Dawnell Buell at dawnell.buell@stpsb.org or at 985-966-9244. Questions regarding the transfer process e-mail Lori Niehaus at lori.niehauscomboy@stpsb.org or call 985-898-3218.

Transportation Transfer Fair Timeline
Effective for the 2023-2024 School Session

April 24 – Vacancy list posted to the website/Mass Mailing

May 3 – Deadline for Transfer Requests to the Human Resources Department by 4:30 p.m.

May 10 – Positions filled

May 15 – Vacancy list posted to the website/Mass Mailing

May 24 – Deadline for Transfer Requests to the Human Resources Department by 4:30 p.m.

May 31 – Positions filled

June 5 – Vacancy list posted to the website/Mass Mailing

June 15 – Deadline for Transfer Requests to the Human Resources Department by 4:30 p.m.

June 29 – 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

Prior to submitting this Transfer Request Form, route information must be confirmed with the Transportation Department. If you are offered this route, you must accept or decline at the time of the call from Human Resources.

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 ashley.courville@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

Transportation vacancies
as of 6/5/2023

Position	Route #	East or West	Mileage	Schools Served
SWE Bus Driver	2	West	25	Mandeville High, Lake Harbor Middle, Pontchartrain Elem
Bus Driver	14	West	47	Mandeville High, Lake Harbor Middle, Woodlake Elem
Bus Driver	40R	West	38	Covington High, St. Peter's, Covington Elementary
Bus Driver	52R	East	25	Northshore High, Florida Avenue Elem, Boyet Jr
Bus Driver	58R	West	38	Mandeville Middle, Lake Harbor Middle, Fontainebleau Jr
Bus Driver	63R	West	50	Covington High, St. Peter's, Lyon Elem, Pine View Middle
Bus Driver	67	East	25	Brock Elem, Mayfield Elem, Slidell High
Bus Driver	71	East	25	Salmen High, Abney Elem, Abney Early (2 runs)
Bus Driver	138	East	33	Northshore High, Alton Elem, Clearwood Jr
Bus Driver	157R	West	44	Mandeville High, Lancaster Elem, Madisonville Elem
SWE Bus Driver	158	East	25	Slidell High, Bonne Ecole Elem, Bayou Woods Elem
Bus Driver	214	West	25	Mary Queen of Peace, Woodlake Elem
Bus Driver	232R	East	25	Slidell High, Slidell Jr
Bus Driver	234R	East	31	St. Tammnay Jr, Salmen High, Abney Elem, Abney Early
SWE Bus Driver	235R	West	30	Mandeville High, Tchefuncte Middle, Magnolia Trace Elem, Marigny Elem
SWE Bus Driver	236	West	37	Madisonville Elem, Madisonville Jr, Lancaster Elem
Bus Driver	254R	East	25	Slidell High, Slidell Jr, Carolyn Park Middle
SWE Bus Driver	284R	East	47	Salmen High, Whispering Forest Elem, Mayfield Elem
Bus Driver	293	East	25	Slidell High, Slidell Jr, Mayfield Elem
Bus Driver	301	West	25	Mandeville Jr, Tchefuncte Middle, Pontchartrain Elem
Bus Driver	315R	West	35	Lakeshore High, Marigny Elem, Magnolia Trace Elem
Bus Driver	338R	East	25	Slidell Jr, Slidell High, Abney Elem, Abney Early
Bus Driver	351	West	25	Mandeville Jr, Mandeville Elem
SWE Bus Driver	378	East	25	Slidell Jr, Florida Ave, Mayfield Elementary
Itin Bus Driver	-	-	-	Itinerant
Itin Bus Driver	-	-	-	Itinerant
Itin Bus Driver	-	-	-	Itinerant
Itin Bus Driver	-	-	-	Itinerant
** R notates the current Route Number for the 22-23 school year**				
** This Route Number is subject to change for the 23-24 school year**				