

## Important

### Phone Numbers

#### Benefits

213.241.4262

#### Dispatch

1.800.LABUSES

#### Employment Verification

800.367.2884



Los Angeles Unified School District  
Business Services Division

## Transportation Branch

### New Hires



#### **Benefits Note:**

*Enrollment in LAUSD health plans is not automatic. To be covered by the District sponsored health plans, you must submit a completed enrollment form with any required documentation to Benefits Administration. Your coverage is effective the first day of the month following the date your properly completed form is received by Benefits Administration.*

Los Angeles Unified School  
District

## Transportation Branch

2710 Media Center Drive #100

Los Angeles CA 90065

Phone: 323.342.1300

Fax: 323.221.1637

Attn: Personnel Unit

Personnel Unit

323-342-1300

## How can we help you?

### Bid

Coordination of the following:

- Fall
- Mid-Year
- Summer

### Additional work

- Spring recess
- Winter break

### Drug and Alcohol Testing

- New hire
- Return to work
- Fit for duty
- Random

### Physicals

- We'll set up your appointment once every 2 years and notify you of your date and time

### Personnel files

- Maintenance of files
- May review your file by setting up an appointment

### Drug and Alcohol Testing

- New hire
- Return to work
- Fit for duty
- Random

### Leaves

- Illness
- Pregnancy
- Industrial
- Family Care
- Military Leaves

### Assignment changes

- Set up interviews
- Process new employees
- Process transfers
- Process promotions
- Process change of assignments
- Process resignations

### Personal information changes

- Name
- Address

### Probation

- Random

### LAUSD.NET

Learn more about the company you work for by visiting the LAUSD.net website. You can find the following and more on the site:

- Benefit information
- Career opportunities
- Job descriptions
- Salary schedules
- Transportation Branch website
- Union contracts