

**Clayton County Public Schools  
Transportation Department  
Employee Suggestion Program**

Before you complete the **ESP** form, please answer the self-screening questions below:

1. Does this suggestion concern a salary or position classification matter?
2. Is this a personal complaint rather than a suggestion?
3. Does this suggestion relate to a policy or procedure that is in place but not being followed or applied properly?
4. Are you aware of any committee or other way this idea is currently being considered or has been considered in the last two years?

If the answer to any of these questions was “yes”, your suggestion **WILL NOT** be eligible for consideration. Therefore, you should not proceed to complete the form.

**Section I**

First Name \_\_\_\_\_  
Last Name \_\_\_\_\_  
Position \_\_\_\_\_  
Bus # (if driver) \_\_\_\_\_  
Number where you can be reached ( ) \_\_\_\_ - \_\_\_\_\_

**Section II**

Describe the situation, condition, method or procedure to be improved. Please be specific.

---

---

---

---

---

---

What is your suggestion? Please be specific.

---

---

---

---

---

How will your suggestion improve the present situation or benefit the Transportation Department? Please be specific.

---

---

---

**Clayton County Public Schools**  
**Transportation Department**  
**Employee Suggestion Program**

**GUIDELINES:**

Any full time employee of the Transportation Department is eligible to participate.

The ESP is looking for innovative and creative ideas for making our department better!  
This could mean saving time and/or saving money.

Some ideas do not fit the criteria. Examples of those ideas would be:

Taking actions that would be expected in the daily performance of your job.  
Turning off lights/conserving water throughout the building.

These ideas are standard and, for the most part, are already being practiced.

The Leadership Team will evaluate all eligible suggestions. Every effort is made to have your suggestions evaluated within 90 days from submission.

You will be notified by a member of the Leadership Team if your suggestion is chosen.

Should you make a suggestion that is rejected and you see it being implemented later on, it could be that your suggestion was already under consideration.

For those who come up with “winning” suggestions.....you will be recognized in the monthly newsletter, given a certificate of appreciation, placed on the Transportation website, and you will have lunch with the Leadership Team.

**GOOD LUCK IN YOUR ENDEAVOR TO SUBMIT THE BEST SUGGESTION!!**