Chaperone - Volunteer Packet

Thank you for your interest in becoming a chaperone or volunteer with the Dinuba Unified School District. Please follow the instructions below to ensure that all paperwork is complete. Any questions regarding the volunteer packet should be directed to Lupe Valdez in the Human Resources Department.

◯ *Volunteers 20+ hours and/or chaperone for overnight field trip:*

- Complete pages 1-7 in volunteer packet.
- Return packet to school site.
- Have the school site sign "Page 9 - Authorization for Fingerprinting Form".
- **Schedule to meet with Lupe Valdez- Do not go to Police Department until you have met with Lupe form Human Resources.**
- The school site will notify you once the fingerprints have been cleared (approximately 1-2 weeks).
- Volunteers are not allowed to work with students until fingerprint clearance has been received from Human Resources.

☐ *Volunteers/chaperones who will ALSO be transporting students:*

- Complete page 8 DMV Pull Notice
- Attach official DMV Report
- Attach valid proof of insurance
- Attached Vehicle Driver Code of Conduct and GPS Notification

Human Resources
1327 East El Monte Way
Dinuba CA 93618
(559) 595-7200

Chaperone - Volunteer Packet

VOLUNTEER/VISITOR PROCEDURES AND SCHOOL SITE RESPONSIBILITIES

1. All volunteers / visitors must sign in at the office. Site secretary will issue a name tag with their name, date, and classroom. They must wear their name tag when they are in the classroom or on school grounds, so that all volunteers/visitors can be identified (BP1250). No one should come on school grounds, without signing in at the office and having been issued a name tag.

Example- Name Tag

Name:_____
Classroom #_____
Date:_____

2. All site volunteers/visitors must fill out and sign the volunteer information form. Make a copy of the volunteer's California Driver's License/California picture Identification card. Drivers Licenses/I.D. cards from other states are not accepted.

3. Site will check volunteers/visitors on Megan's Law (BP1240). If the volunteer/visitor is listed on Megan's Law as a registered sex offender, notify the principal. The teacher will be notified and the parent will be monitored to make sure there is no contact with any other students other than their child. If this parent is to chaperone a field trip, they must provide their own transportation and chaperone their child only.

4. Volunteers volunteering twice a week or more and/or who volunteer every day for more than 10 days in a row, and/or who will chaperone overnight field trips must be fingerprinted through our Human Resources Department. A list of all overnight field trip chaperones must be submitted with the Board Agenda approval request and also follow all the above procedures.

5. Each volunteer is expected to maintain confidentiality regarding each student and family.

6. If volunteers hear about or observe evidence of child abuse, they will report the information to the site principal or designee immediately.

7. Any staff member who receives information directly from law enforcement regarding registered sex offenders shall immediately contact the superintendent or designee in order to help ensure that the district is able to respond appropriately. If an identified sex offender is seen on or near school grounds or around any student, staff shall immediately contact the superintendent or district designee. A staff member may also inform local law enforcement. (AR3515.5)

Chaperone - Volunteer Packet

VOLUNTEER/CHAPERONE CHECKLIST

Name of Volunteer:	School Site:	Teacher/Sport:	Level:
	Field Trip Date:	Departure Date:	

Select Volunteer Type: □ *Site/Class Volunteer* □ *Chaperone*

INSTRUCTIONS:

This packet must be completed by all volunteers, including volunteer coaches and chaperones. Volunteers must complete all contents of this packet including applicable items as listed below. Incomplete packets will not be processed. Completed packets must be authorized and signed by the site principal. Packets for volunteer coaches must also be signed by the site athletic director. Authorized packets must be submitted to the Human Resources Department for processing. Volunteers and/or chaperones that require fingerprint clearance must pick up the approved fingerprint authorization form through the DUSD Human Resources Department. Fingerprint clearance from outside agencies cannot be accepted. **Volunteers who are fingerprinted shall not work with students until clearance has been received from Human Resources.**

If you are volunteering more than 20 hours in a school year or attending an overnight fieldtrip:

- □ COMPLETE – Volunteer/Chaperone Information Form
- □ COMPLETE – Volunteer/Chaperone Agreement
- □ COMPLETE – Volunteer/Visitor Procedures and School Site Responsibilities
- □ SIGN – Confidentiality Agreement
- □ COMPLETE – Background Check Authorization Form
- □ ATTACH-Copy of Valid TB test
- □ ORIGINAL - Valid California Driver's License or CA I.D.

If you are transporting students (other than your own) the following documents must also be submitted:

- □ DMV Pull Notice
- □ ATTACH - Official DMV Report - *DMV reports available online will be accepted only when printed directly from the web browser; copy/paste versions will not be accepted - drivers may be asked to supply a certified DMV report at any time*
- □ ATTACH - Valid Proof of Insurance
- □ ATTACH – Vehicle Driver Code of Conduct and GPS Notice

•Human Resources will verify clearance with site/department administrator and site secretary.

****PLEASE ALLOW 4-6 WEEKS FOR PROCESSING****

Site Athletic Director *(FOR VOLUNTEER COACHES ONLY)* **School Site Name** **Date**

Site Principal Signature **School Site Name** **Date**

Chaperone - Volunteer Packet

VOLUNTEER / CHAPERONE INFORMATION FORM

Name_____
Last First Middle

Address:_____
Street City Zip Code

Home Phone:_____ **Cell:** _____ **Work:**_____

Email:_____ **Have you already been fingerprinted with DUSD?** Yes No

Driver's License/CA Identification #_____(Please provide a copy*)* Male Female

Student Name:_____ **Grade**: _____

Volunteer Location:_____ **Classroom/Sport** _____

DESCRIPTION OF VOLUNTEER SERVICES:

□ Field Trip Chaperone □ Overnight Field Trip Chaperone □ Site / Classroom
□ Volunteer Coach □ Transport Students *(other than your student)*

Have you ever been convicted or pled guilty to a criminal felony or misdemeanor? Yes
No

If yes, provide ***date(s), explanation and outcome:*** _____

The DUSD Board of Trustees encourages parents/guardians and other members of the community to share their time, knowledge and abilities with our students. Community volunteers in our schools enrich the educational program and strengthen our schools' relationships with homes, businesses, public agencies and private institutions. The presence of volunteers in the classroom and on school grounds shall enhance supervision of students and contribute to school safety.

Volunteers shall act in accordance with all district policies, school rules, and applicable education/government codes. Any volunteer who fails to do so may be dismissed from an activity at the discretion of the supervising staff member. Volunteers shall also maintain acceptable standards of dress and grooming. Staff members may confer with the principal or designee regarding any such volunteers. The superintendent or designee shall be responsible for investigating and resolving incidents and/or complaints regarding volunteers.

***Note: Districts may verify a volunteer's status as a registered sex offender by checking the Department of Justice's Megan's Law internet website, asking law enforcement to conduct a check pursuant to Education Code 35021.1, or requiring volunteers to certify as to their status. See BP/AR 3515.5 - Sex Offender Notification. *** "The superintendent or designee shall verify by reasonable means that persons serving as volunteer instructional aides and nonteaching volunteer aides are not required to register as a sex offender pursuant to Penal Code 290."

To ensure the safety of students and staff and avoid potential disruptions, all visitors shall register (in the school office) immediately upon entering any school building or grounds when school is in session. For additional purposes of school safety and security, the principal or designee may design a visible means of identification for visitors while on school premises (penal code 627.1).

A request to volunteer does not guarantee authorization, DUSD may refuse to accept any volunteer request and/or terminate a volunteer assignment at the discretion of the superintendent or designee.

Chaperone - Volunteer Packet

VOLUNTEER/CHAPERONE AGREEMENT

I hereby agree to act in accordance with all district policies, rules, regulations, and/or education/government codes. I understand that any volunteer who violates district policies and/or school rules may be dismissed from participating in an activity at any time. Furthermore, I understand that the district may deny a request to volunteer and/or terminate a volunteer assignment at the discretion of the superintendent or designee.

I agree to volunteer my services, without compensation or reimbursement for the District. I agree to hold harmless, indemnify and, if requested, defend the District, its officers, agents, employees and Board members, from and against any and all demands, claims, damages, costs and expenses for injury to my person or property, including death, causes of action, liability, judgment and expenses, including attorney's fees and costs, arising out of or related to my volunteer performance for the District and activities associated with the volunteer program.

I agree to maintain strict confidentiality with the information to which I have access while performing my duties. I also understand that all personally identifiable information regarding students is confidential and that I may not disclose or discuss any such information except to or with the teacher.

I hereby authorize the Dinuba Unified School District to perform a background check as permitted by law. I understand that I may also be required to provide my fingerprints for the purpose of obtaining a criminal record summary from the California State Department of Justice and Federal Bureau of Investigation, pursuant to Education Code Section 58721.

I declare under penalty of perjury under the laws of the State of California that I have completed the above information truthfully. I understand that if the information I provided is not accurate, my volunteer services will be terminated.

Volunteer Signature:_____ Date_____

For Office Use Only: _____

*Verified by Site Employee: Yes No Site Employee Name:*_____

Forwarded to School Resource Officer: Yes No

Fingerprint Clearance Received: Yes No Megan's Law Clearance Received: Yes No

DINUBA UNIFIED SCHOOL DISTRICT

Acceptable Use Policy (AUP)

SUMMARY OF TERMS AND CONDITIONS FOR USE OF ONLINE SERVICES (INTERNET)

Online services including Internet access is now available to some students and teachers in Dinuba Unified School District. We are very pleased to bring this access to Dinuba Unified School District and believe telecommunications offer vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence at Dinuba Unified School District by facilitating resource sharing, innovation and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

1. electronic mail communication with people all over the world;
2. information and news from many educational sites including museums, science departments, libraries, and institutes;
3. public domain and shareware of all types;
4. discussion groups and bulletin boards posting on a plethora of topics ranging from Chinese culture to the environment to literature to music to politics;
5. access to many University Library Catalogs, the Library of Congress, CARL, and ERIC.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. **On a global network it is impossible to control all materials and an industrious user may discover controversial information. Therefore, blocks to inappropriate material will be provided by hardware, software, subscribed services, and/or due diligence. We (Dinuba Unified School District) firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of our district.**

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical, and legal utilization of the network resources. If a Dinuba Unified School user violates any of these provisions, his or her use of online services will be terminated and future access could possibly be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

JTW: cj January 1996

AGREEMENT

Please read the following carefully before signing this document. This is a legally binding document.

1. **Acceptable Use - The use of the Internet or online services at Dinuba Unified School District sites must be in support of education and research and consistent with the educational objectives of the Dinuba Unified School District. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.**
2. **Privileges - The use of online services is a privilege, not a right, and inappropriate use will result in a cancellation of that privilege. Each student will be counseled by his/her teacher or sponsoring teacher on the proper use of the online services prior to use. The technology support personnel may close an account at any time as required. The administration, faculty, and staff of each school site may request the technology support personnel to deny, revoke, or suspend specific use by individuals.**
3. Netiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
   a. Be polite. Do not get abusive in your messages to others.
   b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
   c. Do not reveal your personal address or phone numbers of students or colleagues.
   d. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities.
   e. Do not use the online services in such a way that you would disrupt the use of the online services by other users.
   f. All communications and information accessible via the online services should be assumed to be private party.
   g. If you inadvertently access objectionable matter, quickly report it to your teacher. The teacher will report the incident to the principal and the parents will be notified.
4. The Dinuba Unified School District make no warranties of any kind, whether expressed or implied, for the service it is providing. Dinuba Unified School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by it's own negligence or your errors or omissions. Use of any information obtained via the online services is at your own risk. Dinuba Unified School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
5. Security - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the online services, you must notify a technology support person at your school site. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to online services.
6. Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any online services being used by the school site. This includes, but is not limited to, the uploading or creation of computer viruses.
7. Acceptance of Terms and Conditions - All terms and conditions as stated in this document are applicable to Dinuba Unified School District. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of California, and the United States of America.

I understand and will abide by the above Terms and Conditions for use of the Internet and online services. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

User Signature: _____

Date:_____

DINUBA UNIFIED SCHOOL DISTRICT

CONFIDENTIALITY AGREEMENT

I, _____, have been given a copy of BP 4119.23, BP 1340 and AR 1340 regarding Unauthorized Release of confidential Privileged Information and Community Records – Access to District Records.

I understand that even if I am not a confidential employee, I am required to keep confidential any and all information within the scope of the above board policies that I come in contact with, during the course and scope of my volunteering/chaperoning with Dinuba Unified School District.

Name [Please Print] _____

Signature:_____ Date_____

Dinuba USD

Board Policy

Unauthorized Release Of Confidential/Privileged Information

BP 4119.23 4219.23,4319.23
Personnel

Note: Government Code 1098 makes it a misdemeanor for any public officer or employee to willfully and knowingly use or disclose for monetary gain any confidential information acquired in the course of his/her official duties. Disclosures excepted from this prohibition are those made to law enforcement officials or to the joint legislative audit committee when reporting on improper governmental activities.

The Board of Education, administration and staff shall maintain the confidentiality of all confidential records until such time as laws, state regulations and/or bylaws of this district permit disclosure. Information and records pertaining to closed sessions, negotiations and student records are not subject to public disclosure. (Government Code 6252-6260)

Any employee who willfully releases confidential/privileged information about students, staff, or any topic properly confined to a closed session shall be subject to disciplinary action up to and including dismissal from district service. Confidential information includes any information relating to the Board's employer-employee strategies on matters in negotiation or matters to be placed in negotiation.

Any employee who willingly and for monetary gain uses or discloses confidential/privileged information as defined in Government Code 1098 is guilty of a misdemeanor. (Government Code 1098)

Any action by an employee which inadvertently or carelessly results in release of confidential/privileged information shall be recorded, and the record shall be placed in the employee's personnel file. Depending on the circumstances, the Superintendent or designee may deny the employee access to such information and shall take any steps necessary to prevent any further unauthorized release of such information.

(cf. 5125 - Student Records)
(cf. 5125.1 - Release of Directory Information)
(cf. 9321 - Closed Session Purposes and Agendas)

Legal References:
EDUCATION CODE
35010 Control of district; prescription and enforcement of rules
35146 Closed sessions (re student suspension)
44031 Personnel file contents and inspection

44932 Grounds for dismissal of permanent employees
44933 Other grounds for dismissal
45113 Rules and regulations for classified service
49060-49078 Pupil records
GOVERNMENT CODE
1098 Public officials and employees: confidential information
3540 et seq. Meeting and negotiating in public employment
6252 et seq. Inspection of public records
54957 Closed session; purposes for holding; definition of "employee" exclusion of witnesses
54957.2 Taking of minutes at closed sessions; clerk; minute book
54957.6 Closed session, representatives to employee organization(s); state conciliator
LABOR CODE
1102.5 Employees: disclosure of information
UNITED STATES CODE, TITLE 20
1232 Family Education Rights and Privacy Act

Policy DINUBA UNIFIED SCHOOL DISTRICT
adopted: July 16, 1998 Dinuba, California

Board Policy
Access To District Records

BP 1340
Community Relations

Any person shall have reasonable access, during normal business hours, to the public records of the schools and district. Such records shall be examined in the presence of the staff member regularly responsible for their maintenance.

Note: The following optional paragraph authorizes the district to charge a fee covering direct costs of duplication, as allowed by Government Code 6257. Since no case law allows a district to also charge for indirect costs such as the cost of staff time, we advise districts to consult with legal counsel before doing so.

The district may charge for copies of public records or other materials requested by individuals or groups. The charge, based on actual costs of duplication, shall be determined by the Superintendent or designee.

Public access shall not be given to records listed as exempt from public disclosure in the California Public Records Act or other statutes.

(cf. 4112.6/4212.6/4312.6 - Personnel Records)
(cf.Â 4119.23/4219.23/4319.23Â -Â UnauthorizedÂ ReleaseÂ ofÂ Confidential/Privileged Information)
(cf. 5125 - Student Records)
(cf. 5125.1 - Release of Directory Information)
(cf. 9011 - Disclosure of Confidential/Privileged Information)
(cf. 9321 - Closed Session Purposes and Agendas)

Legal Reference:
EDUCATION CODE
35145 Public meetings
35170 Authority to secure copyrights
35250 Duty to keep certain records and reports
42103 Publication of proposed budget; hearing
44031 Personnel file contents and inspections
44839 Medical certificates; periodic medical examination (re access to medical certificate in personnel file)
49060-49079 Pupil records
52850 Applicability of article (School-based coordinated program plan availability)
GOVERNMENT CODE
3547 Proposals relating to representation

6250-6268 California Public Records Act
6275-6276.48 Other exemptions from disclosure
53262 Employment contracts
54957.2 Minute book record of closed sessions
54957.5 Agendas and other writings distributed for discussion or consideration
81008 Public records; inspection and reproduction
CALIFORNIA CONSTITUTION
Article 1, Section 3 Right of access to governmental information
CODE OF REGULATIONS, TITLE 5
430-438 Individual pupil records
4061 Availability of evaluation information
71 Ops. Cal. Atty. Gen. 235 (1988)

Policy DINUBA UNIFIED SCHOOL DISTRICT
adopted: April 29, 1998 Dinuba, California

Administrative Regulation

Access To District Records

AR 1340
Community Relations

Requests for access to district records shall be placed with the Superintendent or designee. Requests should be as specific as possible in identifying the records desired.

Public records include any writing containing information relating to the conduct of the district's business prepared, owned, used or retained by the district regardless of physical form or characteristics. Records to which the public shall have access during normal business hours include but are not limited to:

1. The proposed and approved budgets (Government Code 6252, Education Code 42103)

2. Statistical compilations (Government Code 6252)

3. Reports and memoranda (Government Code 6252)

4. Notices and bulletins (Government Code 6252)

5. Minutes of public meetings (Government Code 6252)

6. Meeting agendas (Government Code 6252, Education Code 54957.5)

7. Official communications between governmental branches (Government Code 6252)

8. School-based program plans (Education Code 52850)

9. Information and data relevant to the evaluation and modification of school improvement plans

10. Initial proposals of exclusive employee representatives and of the district (Government Code 3547)

11. Tort claims filed against the district (71 Ops.Cal.Atty.Gen. 235, 1988)

12. Records pertaining to pending litigation which predate the filing of the litigation, unless otherwise protected by the attorney/client privilege (Government Code 6254.25, 71 Ops.Cal.Atty.Gen. 235, 1988)

13. Statements of economic interests required by the Conflict of Interest Code (Government Code 81008)

Records to which the general public shall not have access include but are not limited to:

1. Personnel records, medical records, student records, personal correspondence or similar materials the disclosure of which would constitute an unwarranted invasion of personal privacy (Government Code 6254)

2. Test questions, scoring keys and other examination data except as provided by law (Government Code 6254)

3. Records pertaining to pending litigation, except those which predate the filing of the litigation, unless otherwise protected by the attorney/client privilege (Government Code 6254, 6254.25, 71 Ops.Cal.Atty.Gen. 235, 1988)

4. Recall petitions or petitions for the reorganization of school districts (Government Code 54957.2)

5. The minutes of Board meetings held in closed session (Government Code 54957.2)

6. Preliminary drafts, notes or interdistrict memoranda which are not retained by the district in the ordinary course of business, provided that the public interest in withholding these records clearly outweighs the public interest in disclosure (Government Code 6254)

7. Computer software developed by the district (Government Code 6254.9)

8. Any other records listed as exempt from public disclosure in the California Public Records Act

Copies

Any person may receive a copy of any identifiable public record. Upon request, an exact copy shall be provided unless it is impracticable to do so. (Government Code 6256) Copies shall be furnished at the direct cost to the district which shall include: (Government Code 6257)

1. Manual Search: The charge for manual search is calculated by determining the search time to the nearest quarter hour and multiplying that figure by the sum of the basic rate of the employee conducting the search plus 24% of that rate.

2. Computer Search: The charge for computer search is calculated the same as manual search (#1 above) plus $200 per hour for computer and printer operations calculated to the nearest quarter hour.

3. Review of Records: The charge for review of records is calculated the same as manual search (#1 above).

4. Photo Copy Machine Charge is 10Â¢ per copy if the information is readily available

without need for search or extensive time for preparation.

5. Audio or Video Costs: The charge for copies of audio or video copies shall include material costs plus cost calculated to the nearest quarter hour by determining the time to retrieve the audio or video to be copied. Plus the time to copy the material and multiplying that figure by the sum of the basic rate per hour of the employee retrieving and/or copying the material plus 24% of that rate will be added.

6. Certification of Records: The charge for certifying records is $5 per record certified.

7. Other: If no specific fee has been established for a service, or a request for a service does not fall under the categories in #1-6 above, the Superintendent or designee is authorized to establish an appropriate fee based on direct costs on a case-by-case basis as provided by Government Code 6257.

8. If the district is requested to deliver or mail the documents, direct costs will be charged.

9. If the Superintendent or designee reasonably believes a requestor or group of requestors acting in concert is breaking a request into multiple requests for the purpose of avoiding a fee assessment, those requests and fees are aggregated and will be charged accordingly.

10. All fees shall be paid prior to receipt or delivery of the records.

Computer data shall be provided in a form determined by the Superintendent or designee.

Within 10 days of receiving any request for a copy of records, the Superintendent or designee shall determine whether to comply with the request and shall immediately inform the person making the request of his/her determination and the reasons for it along with a fee schedule. (Government Code 6256, 6257)

Regulation DINUBA UNIFIED SCHOOL DISTRICT
approved: April 29, 1998 Dinuba, California

DINUBA UNIFIED SCHOOL DISTRICT

BACKGROUND CHECK AUTHORIZATION FORM

Name: _____
(As is appears on your Driver's License)

School Site: _____

Current Address: _____
(Street, City, State, Zip)

How long at current address: _____

If less than one year at current address, provide previous address:

_____

_____

Place of Birth: _____
(City & State or Country)

Date of Birth: _____ Driver's License Number: _____

State DL Obtained: _____

I understand that a background check of arrest and criminal convictions will be performed by DUSD before my volunteer services. Education Code 35021 prohibits registered sec offenders from serving as volunteers. In addition, pursuant to Education Code 45349, any volunteer is subject to the provisions of Education Code 35021.
Before authorizing any person to serve as a volunteer Education Code 35021.1 authorized the superintendent or designee to ask a local law enforcement agency to conduct an automated records check or all the Department of Justice to
determine the individual is not a registered sex offender. Volunteers shall be notified that the district is conducting the
records search.

_____ _____
Volunteer's Printed Name Volunteer's Signature Date

DISTRICT USE ONLY

Cleared to be an authorized volunteer: YES NO

SIGNATURE OF AUTHORIZED DESIGNEE: _____

PRINT NAME: _____ **TITLE:** _____

A Public Service Agency

EMPLOYER PULL NOTICE PROGRAM

AUTHORIZATION FOR RELEASE OF DRIVER RECORD INFORMATION

I, _____, California Driver License Number, _____, hereby authorize the California Department of Motor Vehicles (DMV) to disclose or otherwise make available, my driving record, to my employer, Dinuba Unified School District
COMPANY NAME

I understand that my employer may enroll me in the Employer Pull Notice (EPN) program to receive a driver record report at least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against my driving privilege during my employment.

I am not driving in a capacity that requires mandatory enrollment in the EPN program pursuant to California Vehicle Code (CVC) Section 1808.1(k). I understand that enrollment in the EPN program is in an effort to promote driver safety, and that my driver license report will be released to my employer to determine my eligibility as a licensed driver for my employment.

EXECUTED AT: CITY	COUNTY	STATE
Dinuba	Tulare	CA
DATE	SIGNATURE OF EMPLOYEE	
	X	

I, Dianne Mendoza, of Dinuba Unified School District
AUTHORIZED REPRESENTATIVE — COMPANY NAME

do hereby certify under penalty of perjury under the laws in the State of California, that I am an authorized representative of this company, that the information entered on this document is true and correct, to the best of my knowledge and that I am requesting driver record information on the above individual to verify the information as provided by said individual. This record is to be used by this employer in the normal course of business and as a legitimate business need to verify information relating to a driving position not mandated pursuant to CVC Section 1808.1. The information received will not be used for any unlawful purpose. I understand that if I have provided false information, I may be subject to prosecution for perjury (Penal Code Section 118) and false representation (CVC Section 1808.45). These are punishable by a fine not exceeding five thousand dollars ($5,000) or by imprisonment in the county jail not exceeding one year, or both fine and imprisonment. I understand and acknowledge that any failure to maintain confidentiality is both civilly and criminally punishable pursuant to CVC Sections 1808.45 and 1808.46.

EXECUTED AT: CITY	COUNTY	STATE
Dinuba	Tulare	CA
DATE	SIGNATURE AND TITLE OF AUTHORIZED REPRESENTATIVE	
	X	

To obtain a driver record on a prospective employee you may submit an INF 1119 form. To add this driver to the EPN Program you must submit the applicable forms: INF 1100, INF 1102, INF 1103, INF 1103A form. You may obtain forms at our website at www.dmv.ca.gov/otherservices, or by calling 916-657-6346.

THIS FORM MUST BE COMPLETED AND **RETAINED AT THE EMPLOYER'S PRINCIPAL PLACE OF BUSINESS *AND*** MADE AVAILABLE UPON REQUEST TO DMV STAFF.

DO ***NOT*** RETURN THIS FORM TO DMV.

Clear Form Print

DINUBA UNIFIED SCHOOL DISTRICT

AUTHORIZATION FOR FINGERPRINTING

I have authorized the following person for fingerprinting:

Name: _____

Phone: _____

Classified Substitute Position: _____

Volunteer: _____

Authorized by Supervisor/Principal: _____

School Site: _____ Date: _____

This form to be used for all classified substitutes and volunteers.

Please bring this form to Lupe Valdez in the District Office. You will be given instructions on the process for fingerprint clearance.

Lupe Valdez
Dinuba Unified School District
Human Resources Department – District Office
1327 East El Monte Way
Dinuba, CA 93618
(559) 595-7205



Dinuba Unified School District
Transportation Department

1111 Magnolia Way, Dinuba, CA 93618
559-595-7282

Vehicle Driver Code of Conduct and Global Positioning System (GPS) Notice

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READ BEFORE SIGNING

You are a representative of the District at all times when operating a District vehicle. As such, you are expected to maintain the highest standards of professional conduct and safety. You are expected to adhere to all laws and regulations governing the safe operation of this vehicle and to adhere to the District's Drug and Alcohol Free Policy which is found on the reverse side of this form.

It is your responsibility to ensure that prior to operation of the vehicle each occupant is properly seated and appropriately secured by the passenger restraint system. Use of this vehicle is for district business and is limited to the travel itinerary filed with the Transportation Department. It is not for personal use.

Only the person to whom this vehicle is checked out is authorized to operate it. No other person is authorized to operate this vehicle without prior approval of the Transportation Director.

This vehicle is equipped with Engine Diagnostics and GPS for your safety. This system also includes Emergency Roadside Assistance. Information necessary to contact Roadside Assistance is prominently displayed in the vehicle.

NOTE: THE USE OF THIS VEHICLE IS A PRIVILEGE AND NOT A RIGHT. FAILURE TO ADHERE TO STANDARDS OF PROFESSIONAL CONDUCT AND SAFETY WILL RESULT IN THE LOSS OF USE OF DISTRICT VEHICLES.

Drivers Name:_____ Site:_____
(Please print your name)

Drivers Signature:_____ Date:_____

Drug-Free Workplace Notice to Employees

YOU ARE HEREBY NOTIFIED that it is a violation of board policy for any employee at the workplace to unlawfully manufacture, distribute, dispense, possess or use any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or other controlled substance, as defined in the Drug-Free Workplace Act of 1988.

"Workplace" is defined as any place where district work is performed, including a school building or other school premises; any district owned or district-approved vehicle used to transport students to and from school or school activities; and any off campus sites when accommodating a district sponsored or district-approved activity or function, such as a field trip or athletic event; where students are under district jurisdiction.

As a condition of your continued employment with the District, you must comply with the District's policy on Drug-Free Workplace and will, any time you are convicted or any criminal drug statue violation occurring in the workplace, notify your supervisor of this conviction no later than five (5) days after such conviction.

Pursuant to California Education Code 45123, the District may not employ or retain in employment persons convicted of a controlled substance offense as defined in Education Code section 44011. If any such conviction is reversed and the person acquitted in a new trial or the charges dismissed, his/her employment is no longer prohibited.

The District may employ a person convicted of a controlled substance only if it determines, from evidence presented, that the person has been rehabilitated for at least five years. Pursuant to Education Code 45123, the board shall determine the type and manner of presentation of the evidence, and the board's determination is final as to whether or not the person has been rehabilitated.

Pursuant to Education Code 44425, whenever the holder of any credential issued by the State Board of Education or the Commission on Teacher Preparation and Licensing has been convicted of a controlled substance offense as defined in Education Code 44011, the commission shall forthwith suspend the credential. When the conviction becomes final or when imposition of sentence is suspended, the commission shall revoke the credential. Pursuant to Education Code 440654, the District may not employ non-certificated persons in a position requiring a certificate

Drug counseling, rehabilitation, and/or employee assistance programs are available by calling the Occupational Health Services Corporation at 1-800-227-1060.

I have read the above Drug-Free Workplace Notice and I agree to comply therewith.

_____ _____

Name (Please Print) Signature

Date: _____