



San Diego Unified School District

TRANSPORTATION SERVICES DEPARTMENT
4710 Cardin Street, San Diego, CA 92111

Phone: (858) 496-8460
Fax: (858) 496-8700

Neighborhood Schools & Enrollment Options

SCHOOL BUS DRIVER (SUBSTITUTE)

Excellent Opportunity! Will Train/No Experience Needed

Salary Rate: \$21.22/hour for full availability
\$20.21/hour for half availability

Applications are currently being accepted for substitute school bus drivers. Once certified as a school bus driver you may apply for a salaried, fully-benefitted school bus driver position with paid premiums for you and your qualified dependents; Social Security and PERS retirement; sick leave and vacation and 14 paid holidays.

APPLICATION PROCEDURE: Application packets may be obtained at the Transportation Center, 4710 Cardin St, San Diego 92111. Please check-in with Administration, Monday through Friday, from 7:00 am to 4:00 pm. Completed applications are submitted to Administration for review and processing. Once processed, applicants will be contacted and scheduled for Orientation Class.

WORKING HOURS: Candidates must be available Monday through Friday for the same hours each day, during either a morning (5:00 am to 10:30 am) or afternoon (11:00 am to 6:00 pm) shift, or both. Shifts vary daily, from two to six hours. Assignments continue throughout the school year on all regular public school days.

MINIMUM QUALIFICATIONS:

- Physical ability to lift disabled students in and out of restricted spaces.
- Ability to safely operate a motor vehicle
- Knowledge of state and local traffic laws.
- Ability to read a map and learn San Diego city streets.
- Ability to read a bus schedule.
- Ability to follow written and oral instructions.
- Ability to communicate effectively.
- Personality and character traits suited to supervision and care of children of multiple ethnicity and cultural values, behavioral, and physical disabilities.
- Ability to resolve conflict and maintain discipline of children on board school buses.
- Must be at least 18 years of age to apply.
- No felony convictions.

NOTE: Applicants are required to undergo pre-employment substance abuse testing. The school bus driver position is a safety-sensitive job class and subject to random selection for alcohol and/or substance abuse testing.

LICENSES: 1. Must have a valid California Driver's License. Any moving citations or chargeable accidents in the applicant's driving history within 37 calendar months prior to the application filing date will be evaluated and may be considered disqualifying. 2. Ability to qualify for the California School Bus Driver Certificate and a Department of Transportation Medical Certificate. This requires the successful completion of a State of California course of instruction conducted periodically at the Transportation Center according to District need.

SELECTION PROCEDURE: Employment as a substitute school bus driver will depend upon meeting the minimum qualifications state above, successful completion of the stated required course, and certification by the California Highway Patrol.

SAN DIEGO UNIFIED SCHOOL DISTRICT
 HUMAN RESOURCE SERVICES DIVISION
 EDUCATION CENTER
 4100 Normal Street, Room 1241
 San Diego, CA 92103-2682
 (619) 725-8195
 www.sandi.net

**APPLICATION
 CLASSIFIED**

Degree Verified <input type="checkbox"/> Yes <input type="checkbox"/> No	For Office Use Only
	Initials _____ Date _____

POSITION FOR WHICH YOU ARE APPLYING _____			
PERSONAL INFORMATION			
Last Name	First Name	Middle Name	Social Security Number
Mailing Address	City	State	Zip Code
Home Phone	Business Phone	Cell Phone	
		E-mail Address: _____	

Other Phone Numbers _____

FOREIGN LANGUAGE SKILLS

LANGUAGE	READ (YES or NO)	WRITE (YES or NO)	SPEAK (YES or NO)
	Minimal	Minimal	Minimal
	Fluent	Fluent	Fluent
	Minimal	Minimal	Minimal
	Fluent	Fluent	Fluent

GENERAL INFORMATION

Do you have a California driver's license? License No. _____ Yes No

Are you a veteran? Yes No
 (If yes, please attach a copy (not original) of DD214 Form.)

With or without an accommodation, are you able to perform the essential functions of this position? Yes No

Are you 18 years of age or older? Yes No

If hired, can you provide the documents required to prove that you are authorized to work in the United States? Yes No

Have you ever been employed by the San Diego Unified School District? Yes No

If yes, give dates and reason for leaving: _____

Are you related by birth or marriage to any person now employed by the San Diego Unified School District? If yes, list name, relationship, and location of each: Yes No

I affirm that the statements provided are true and complete to the best of my knowledge. If I misrepresent or deliberately omit a fact in this application and/or in any documents attached to this application, I may be refused employment or, if employed, I may be terminated.

 (Signature of Applicant)

 (Date)

NAME _____

EDUCATIONAL AND PROFESSIONAL TRAINING

DEGREE/LICENSE/CERTIFICATE	INSTITUTION	LOCATION (CITY AND STATE)

A copy of degrees/licenses/certificates relative to the school bus driving industry must be attached to this application.

EMPLOYMENT HISTORY

Beginning with recent/current employment, account for all periods of employment for at least 10 years. List additional employment history if there is significant experience to report. Reference to a resume will not be accepted in lieu of completing this form.

EMPLOYER INFORMATION	DATES OF EMPLOYMENT AND SALARY	JOB TITLE AND DUTIES	REASON FOR LEAVING
Employer Name	FROM: (Month/Year)		
Address	TO: (Month/Year)		
Phone	Salary		
Employer Name	FROM: (Month/Year)		
Address	TO: (Month/Year)		
Phone	Salary		
Employer Name	FROM: (Month/Year)		
Address	TO: (Month/Year)		
Phone	Salary		
Employer Name	FROM: (Month/Year)		
Address	TO: (Month/Year)		
Phone	Salary		

PROFESSIONAL REFERENCES

NAME	JOB TITLE/INSTITUTION	PHONE	E-MAIL
		()	
		()	
		()	

Emergency Contact Information

Full Name:

Last

First

M.I.

Address:

Street Address

Apartment/Unit #

City

State

ZIP Code

Primary

Alternate

Phone:

Phone:

Relationship:

SAN DIEGO UNIFIED SCHOOL DISTRICT

Human Resource Services Division

CONVICTION REPORT FORM

The District's responsibility to school children and the public, and provisions outlined in the California State Education Code Sections 45123 and 45124, require that we request the following information. A record of conviction does not prohibit you from applying for employment with The San Diego Unified School District. **However, failure to complete this form or to provide the requested information accurately and honestly will disqualify you from further consideration for employment or will result in dismissal from employment.** Any questions regarding the requested information may be asked of the Director, Human Resources or the Executive Director, Human Resources, through staff assistants or in a scheduled appointment.

All persons offered positions with the San Diego Unified School District are required to be fingerprinted at the District Live Scan Office and the fingerprints are forwarded to the Department of Justice for processing (Education Code Section 45125). The fee for fingerprinting and processing must be paid by each new employee.

Any employment offered is contingent upon a review of your criminal record. Unacceptable convictions will disqualify you for employment with the San Diego Unified School District.

Please read the questions below carefully and answer every question. Falsifying or omitting information may result in your offer of employment being withdrawn.

PLEASE PRINT CLEARLY

1. **Name:** (Last) _____ (First) _____ (Middle) _____

AKA: (Last) _____ (First) _____ (Middle) _____

2. **Date of Birth:** (Month) _____ (Day) _____ (Year) _____

3. **Social Security Number:** _____ -- _____ -- _____

- | | <u>Yes</u> | <u>No</u> |
|--|--------------------------|--------------------------|
| 4. Do you have any criminal charges against you? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Have you ever been convicted* of a misdemeanor? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Have you ever been convicted* of a felony? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Have you ever been convicted* of a sex or drug related offense? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Have you marked and of the boxes above "Yes"? If so, you must provide detailed information on the additional page on this form. | | |
| 9. Have you lived in California for the past 12 months? | <input type="checkbox"/> | <input type="checkbox"/> |

*Conviction includes a finding of guilty by a court in a trial with or without a jury or a plea or verdict of guilty.

I have answered all the questions and **provided information on the additional page truthfully, to the best of my knowledge.** (If you are in doubt regarding any of these questions, please for clarification.

SIGNATURE

DATE

**DATE, CITY
AND STATE OF
CONVICTION**

CHARGE: Name of the charge. Do not use
Penal Code section numbers only.

DISPOSITION (Results): Amount of fine, how
long in jail or prison, length of probation.

DATE:	CHARGE:	DISPOSITION:
CITY:	REMARKS:	
STATE:		
DATE:	CHARGE:	DISPOSITION:
CITY:	REMARKS:	
STATE:		
DATE:	CHARGE:	DISPOSITION:
CITY:	REMARKS:	
STATE:		
DATE:	CHARGE:	DISPOSITION:
CITY:	REMARKS:	
STATE:		
DATE:	CHARGE:	DISPOSITION:
CITY:	REMARKS:	
STATE:		
DATE:	CHARGE:	DISPOSITION:
CITY:	REMARKS:	
STATE:		



TO: New Temporary/Substitute/Short-Term
FROM: Human Resource Services Division
RE: Employee Workdays Notification

We value your service to the District as a temporary/substitute/short-term employee and want you to have the best experience possible. You will need to be aware of the following information.

According to California State Education Code 45103, an hourly employee may not work more than 75% of a school year. It is a violation of District procedures and collective bargaining agreements to permit an hourly employee to work more than 195 total days in a fiscal year, (July 1-June 30). The 13 District paid holidays must be included in the day count. Any portion of a day worked counts as one (1) day. After reaching your last legal day, you may return to work on July 1 of the year provided there is work available for you.

It is advisable that you keep a personal calendar count of days worked so that you will not be caught unaware of your last day. These days will not count against you if you have become a permanent employee during the fiscal year.

Signature

Date



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Neighborhood Schools & Enrollment Options

EMPLOYER PULL NOTICE (EPN) AUTHORIZATION

I understand the San Diego Unified School District participates in the DMV Employer Pull Notice (EPN) Program and the completion of this form authorizes the Transportation Department to access my driving record information with the California State Department of Motor Vehicles. This information will be on file for Motor Carrier review.



GOV'T AGENCY REQUEST FOR DRIVER LICENSE/IDENTIFICATION RECORD INFORMATION

Return to: Department of Motor Vehicles, P. O. Box 944231, Mail Sta. G201, Sacramento, CA 94244-2310

1. REQUESTER CODE 87403	2. SUBJECT DL/ID NUMBER	3. BIRTH DATE (MO., DAY, YR.)	4. INFORMATION REQUESTED <input checked="" type="checkbox"/> Status and Record <input type="checkbox"/> Certified <input type="checkbox"/> Order of Susp/Rev <input type="checkbox"/> Proof of Service <input type="checkbox"/> Copy DL 44 <input type="checkbox"/> Other: _____
5. NAME		6. CITATION DATE	
7. ADDRESS		8. COURT DATE	
CITY		STATE	ZIP CODE
9. REQUESTED INFORMATION NEEDED BY (DATE) *		10. REQUEST FOR SPECIFIC COPY OF ORDER OF SUSPENSION OR REVOCATION	
*Please submit the record request two weeks prior to the date needed. Otherwise, you may not receive the record information by the specified date. Each INF 254 Request Form must contain your return address (limited to 4 lines with no more than 35 characters per line) clearly entered below.		1. Effective date: _____ 2. Effective date: _____ 3. Effective date: _____	
11. Attn: DANIEL GILBRETH		We are returning the enclosed request form(s) for the reason(s) checked below: <input type="checkbox"/> No record based on information submitted and/or illegible. <input type="checkbox"/> Requested documents purged. <input type="checkbox"/> Requested documents are unavailable. <input type="checkbox"/> Suspension/Revocation and/or service order unavailable. Please resubmit. <input type="checkbox"/> Best DL 44 available. <input type="checkbox"/> No DL 44 available. <input type="checkbox"/> No DMV action in effect. <input type="checkbox"/> No DMV action in effect on citation date. <input type="checkbox"/> No DL 44 available on "X" file records. <input type="checkbox"/> Your requester code number, agency name, and return address are required.	
FROM: SAN DIEGO UNIFIED SCHOOL DISTRICT TRANSPORTATION DEPARTMENT 4710 CARDIN ST SAN DIEGO, CA 92111-1417		DMV USE ONLY DATE LINE STAMP _____ <input type="checkbox"/> SS# REDACTED <input type="checkbox"/> ANI DL# _____ <input type="checkbox"/> CONFIDENTIAL ADDRESS AUTHORIZED BY _____ DATE _____	



San Diego Unified School District

TRANSPORTATION SERVICES DEPARTMENT
 4710 Cardin Street, San Diego, CA 92111
 ATTN: Daniel Gilbreth, Operations Manager

Date Mailed:

Phone: (858) 496-8460

Fax: (858) 496-8700

Neighborhood Schools & Enrollment Options

REQUEST FOR INFORMATION ALCOHOL & CONTROLLED SUBSTANCE TESTING RECORDS

San Diego Unified School District is in receipt of an employment application for a position requiring a commercial driver's license. The Federal Highway Administration 49CFR, et al. requires that an employer shall obtain, pursuant to the individual's consent, information on alcohol tests with a concentration result of 0.04 or greater, positive controlled substances test results, and refusals to be tested, within the preceding two years, which are maintained by the driver's previous and/or current employer(s). Completed forms may be faxed or mailed per the contact information listed above.

APPLICANT INFORMATION

Name:	SSN:
Have you been employed as the operator of a commercial motor vehicle within the past 24 months?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If NO : There is no further information required on this application; please sign as complete.	Signature:
If YES : I am applying for the position of school bus driver and authorize the release of my information from the employer listed below. I understand I must submit one form for each employer for whom I operated a commercial motor vehicle within the past 24 months.	Signature:
	Date:
Employer:	Phone:
Address:	Employed From/To:

EMPLOYER RESPONSE: Within the last 24 months did the individual listed above:

Test positive for a controlled substance?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have an alcohol test with a Breath Alcohol Concentration of 0.04 or greater?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Refuse a DOT mandated test for controlled substances or alcohol?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Commit any other violations of DOT drug and alcohol testing regulations?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Participate in a controlled substances or alcohol rehabilitation program?	<input type="checkbox"/> YES <input type="checkbox"/> NO

If the response to any previous question is YES, please provide the Substance Abuse Professional (SAP):

Name: _____ Phone: () _____ Address: _____

Person Completing Form: _____
Name Title

Phone: () _____ Signature: _____ Date: _____

Drug-Free Workplace

On November 18, 1988, the federal drug-free workplace act of 1988 was enacted. This statute requires employers, such as school districts, to certify that they will provide a drug-free workplace as a precondition to receiving federal funds or grants.

In keeping with the provisions of this act, the San Diego Unified School District hereby notifies its employees:

1. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in and all District workplaces.
2. Violation of paragraph (1) by any employees will result in appropriate discipline such as written reprimand, suspension without pay or termination.
3. Employees will notify the Chief Human Resources Officer, Human Resource Services Division of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
4. Within thirty (30) days of receiving the notice required by paragraph (3), the District shall:
 - (a) Take appropriate disciplinary action as specified in paragraph (2).
 - (b) Require such employees to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency.

Continuous Employment

The San Diego Unified School District has a policy that any certificated or classified employee who is employed for short-term or substitute employment and does not work during a six-month period will be automatically terminated. Please be aware that if you are terminated and wish to be rehired by the District, you will need to be re-fingerprinted. You will not be allowed to begin working until your fingerprints are cleared by the Department of Justice and approved to be rehired by the District.

Signature

Date



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AUTHORIZATION TO RELEASE INFORMATION

NAME: _____

OTHER NAME(S) USED: _____

DATE OF BIRTH: _____

SOCIAL SECURITY NUMBER: _____

I authorize your organization to permit the review, release, or duplication of information required by the Transportation Department official(s) of the San Diego Unified School District. Information requests may include, but is not limited to, medical and employee records, personnel files, background checks, internal investigation files and training records.

I absolve your organization from any liability of damage which may result from the release of my information to the San Diego Unified School District.

A photocopy of this signed release form shall serve as an original authorization for a period of 24 months from the date I entered below:

Signature: _____

Date: ____ / ____ / ____



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PRE-EMPLOYMENT PHYSICAL EXAMINATION AND DRUG TEST CONSENT FORM

San Diego Unified School District requires school bus driver applicants to submit to a pre-employment physical examination and a pre-employment drug test prior to an offer of employment. The costs of these mandatory pre-employment tests are incurred by the District.

Additionally, a pre-employment query will be submitted to the Drug and Alcohol Clearinghouse if you currently hold, or formerly held a commercial driver's license. If the Clearinghouse reports drug and/or alcohol violations were submitted by a previous employer, you will not be offered employment. Please indicate your CDL status:

- I currently possess a commercial driver's license
- I formerly held a commercial driver's license
- I have never held a commercial driver's license

As an applicant for the school bus driver position, I understand:

- If I test positive for drugs at any point during the pre-employment process I will not be considered for the position of school bus driver with the Transportation Services Department.
- Failure to complete and sign this form disqualifies me from this employment process.

My signature serves as my consent to a physical examination and urinalysis drug test performed by a physician determined by the San Diego Unified School District.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____



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DRUG AND ALCOHOL POLICY NOTIFICATION (Confirmation of Receipt)

A copy of the San Diego Unified School District's Drug and Alcohol Policy has been provided to me as part of this application process and serves as notification of policy.

My signature confirms I have received and read the policy:

Signature: _____ Date: ____/____/____



Acknowledgement of Ethics Code

I, _____ have received a copy of the San Diego Unified School District Ethics Code. I have read and understand the Code, and I am aware of my responsibility to comply with it as part of my employment with San Diego Unified School District.

Signature

Date

Employee ID



San Diego Unified School District

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Neighborhood Schools & Enrollment Options

CALIFORNIA DRIVER'S LICENSE

A valid California driver's license is required to apply for a school bus driver position with San Diego Unified School District. The Transportation Department official will photo copy your California driver's license and forward information to the Department of Motor Vehicles (DMV). Please do not attach a personal photo copy to this application.

FRONT SIDE OF
CALIFORNIA DRIVER'S LICENSE

REVERSE SIDE OF
CALIFORNIA DRIVER'S LICENSE

ATTENTION

Please review your application to ensure all pages have been completed and the information is legible.

The following pages are to be read and kept for your reference.

**Thank you for applying with the
San Diego Unified School District**

Start your New Career as a School Bus Driver

The San Diego Unified School District operates 1,438 school bus routes on a daily basis. Our school bus drivers are responsible for providing safe and efficient service to all our students.

STARTING SALARY: \$21.22/hour for Full-Availability
\$20.21/hour for Half-Availability

WORKING HOURS: Candidates must be available Monday through Friday for the same hours each day, during either a morning (5:00 am to 10:30 am) or an afternoon shift (11:00 am to 6:00 pm), or both.

After a review of your school bus driver application you will be contacted to register for an upcoming Orientation Class. Orientation consists of a basic-skills exam, a physical agility test, and a review of your driving record. If you are successful in each of these sections you will be scheduled for school bus driver training/instruction course:

1. CLASSROOM TRAINING:

You will receive 45 hours of classroom instruction on how to obtain your CDL and School Bus Certificate. Upon successfully passing the final exam, you will be scheduled for Behind-The-Wheel training.

2. BEHIND-THE-WHEEL TRAINING:

You will be trained by our state-certified instructors on how to safely operate our vehicles. BTW training is approximately 40 hours. Upon successfully completing this training, you will be scheduled for testing with the California Highway Patrol (CHP).

3. CALIFORNIA HIGHWAY PATROL:

A. Written Test: You will be tested on the Rules & Regulations and First-Aid instruction provided during your classroom training. Upon successfully passing each of these exams you will be scheduled for your CHP drive test.

B. Drive Test: This is just what it sounds like...you will drive a CHP officer around the city. The CHP office will determine if you safely operate the school bus you are driving.

SCHOOL BUS CERTIFICATE: If you successfully pass your CHP drive test, the CHP Officer will provide your temporary school bus certificate. You are now a licensed school bus driver.

ENFORCEMENT

Each work site supervisor, manager, and administrator has full responsibility for maintaining a work environment free of sexual harassment. Work site managers shall take appropriate actions to reinforce the District's sexual harassment policy. These actions will include:

1. Ensuring the California Department of Fair Employment and Housing poster is placed on an appropriate bulletin board for employees.
2. Maintaining an available supply of the policy and the District's brochures and materials regarding this policy.
3. Prompt removal of vulgar or sexually offensive graffiti or other displays.
4. Providing annual staff in-services.
5. Taking appropriate disciplinary action as needed.
6. All supervisors, managers, and administrators shall instruct employees on the procedure for reporting sexual harassment on an as-needed basis.
7. Employees determined to have violated District prohibition against sexual harassment shall be subject to disciplinary action up to and including termination from employment. District actions may include, but are not limited to:
 - a. Verbal and/or written warnings.
 - b. Written reprimands.
 - c. Suspension with or without pay.
 - d. Reassignment to another work location.
 - e. Demotion and/or termination.

CONFIDENTIALITY

District employees involved in processing sexual harassment complaints shall endeavor in good faith to protect the privacy for all parties involved in the complaint process. Files pertaining to sexual harassment complaints shall not be made available to the general public.

PROTECTION AGAINST RETALIATION

San Diego Unified School District policy, state law, and federal law forbid reprisal or retaliation against any employee, who opposes sexual

harassment, files a complaint, testifies, assists or participates in any manner in an investigation, proceeding or hearing.

Other Types of Discrimination Complaints

Complaints from employee(s), volunteer(s), and applicant(s) of a violation of a District policy or a state or federal regulation prohibiting discrimination on the basis of actual or perceived sex, sexual orientation, gender, race, ancestry, ethnic group identification, national origin, color, religion, marital status, age, mental or physical disability, medical condition, denial of family care or medical leave, association with a person or group with one or more of these actual or perceived characteristics, or retaliation for filing a complaint of discrimination may be filed directly with the appropriate Human Resources Officer at any stage.

- Eugene Brucker Education Center
4100 Normal Street, Rm 1241
San Diego, CA 92103
(619) 725-7132 * www.sandi.net

Also, complaints may be filed externally at any time to the state or federal agency. The names and addresses of these agencies are:

- ✓ The California Department of Fair Employment and Housing (DFEH)
2218 Kausen Drive, Suite 100
Elk Grove, CA 95758
1-800-233-3212 * www.dfeh.ca.gov
- ✓ The U.S. Equal Employment Opportunity Commission (EEOC)
555 West Beech Street, Suite 504
San Diego, CA 92101
1-800-669-4000 * www.eeoc.gov

If the state or federal agency finds that a complaint is justified, it can order remedies including fines, hiring or reinstatement, back pay, promotion, or damages for emotional distress.

Uniform Complaint Procedure Notice

The District is primarily responsible for compliance with federal and state laws and regulations. Copies of the District's Uniform Complaint procedures are available free of charge from Legal Services, or can be found on the District Website. Individuals or organizations may file a complaint with the District

if they believe a federal or state law or regulation has been violated in the following areas:

Adult Basic Education, Child Nutrition, Child Care and Development Programs, Consolidated Categorical Aid Programs, Migrant Education, Special Education, Vocational Education, School Safety Planning Requirements and Local Control and Accountability Plan.

Complaints should be filed with Legal Services. An investigation or mediation will be concluded within sixty (60) calendar days of receipt of the complaint. Complaints alleging unlawful discrimination, harassment, intimidation, or bullying must be initiated no later than six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying. The complainant has a right to appeal the District's decision to the California Department of Education within fifteen (15) days of receiving the District's written decision. A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A complainant may pursue available civil law remedies outside of the District's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination, harassment, intimidation and bullying complaints, however, a complainant must wait until sixty (60) days have elapsed from the filing of an appeal with the California Department of Education before pursuing civil law remedies. This moratorium does not apply to injunctive relief and is applicable only if the District has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with the Uniform Complaint Procedures.

SEXUAL HARASSMENT PREVENTION



San Diego Unified School District

September 2014

* See back for information on other types of complaints

Sexual Harassment

Board Policy and Administrative Regulation

All Employees and Volunteers

The District prohibits sexual harassment in the work place and shall act promptly, visibly, and vigorously in demonstrating strong disapproval of sexual harassment in the work place. The Superintendent or designee shall develop appropriate procedures to ensure that employees have a work place free of sexual harassment and to provide a mechanism for resolution of complaints of sexual harassment. See District Administrative Procedure 7110.

San Diego Unified School District (SDUSD) is committed to providing its employees, volunteers, and students with an environment that is free of sexual harassment. Sexual harassment is strictly prohibited by the District and is against state and federal laws.

The purpose of this publication is to ensure that all District employees and volunteers know:

- ◆ that sexual harassment is strictly prohibited by SDUSD and by federal and state laws;
- ◆ what sexual harassment is;
- ◆ the procedures to handle complaints of sexual harassment;
- ◆ that SDUSD, and federal and state laws prohibit retaliation for reporting sexual harassment. Please note that you may report such activities even though you are not the target of the harassment;
- ◆ that if you, as an employee, are found guilty of sexual harassment, you may be personally liable for monetary damages. SDUSD will not pay damages assessed against you personally and you will be subject to discipline.

Sexual Harassment

The Facts About Sexual Harassment

The Fair Employment and Housing Act (FEHA) defines sexual harassment as harassment based on sex or of a sexual nature; gender harassment; and harassment based on pregnancy, childbirth, or related medical conditions. The definition of sexual harassment includes many forms of offensive behavior, including harassment of a person of the same gender as the harasser. The following is a partial list of types of sexual harassment:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Actual or threatened retaliation
- Leering; making sexual gestures; or displaying sexually suggestive objects, pictures, cartoons, or posters
- Making or using derogatory comments, epithets, slurs, or jokes
- Sexual comments including graphic comments about an individual's body; sexually degrading words used to describe an individual; or suggestive or obscene letters, notes, or invitations.
- Physical touching or assault, as well as impeding or blocking movements

COMPLAINT PROCESS

San Diego Unified School District strongly encourages its employees and students to report any incidents of sexual harassment **immediately** so that complaints can be quickly and fairly resolved. If you have a complaint, the following procedure is appropriate:

1. When possible and/or practical, speak to the harasser and persuade him/her to stop. The harasser may not realize the advances or behaviors are offensive. Sometimes a simple conversation will end the situation.

2. If you do not wish to speak to the harasser, report incidents of sexual harassment to any supervisor, manager, or administrator at the school site or in the department where you are working. If there is no supervisor, manager, or administrator to whom you are comfortable reporting the incident, the report may be made to the next higher level in the chain of command.
3. Any supervisor, manager, or administrator who has received a report, verbally or in writing, from any employee regarding sexual harassment of that employee or another employee by an adult in the workplace must forward the report to the appropriate Human Resources Officer.
4. All complaints of sexual harassment will be investigated and promptly resolved.
5. Upon receipt of an allegation of sexual harassment, the appropriate Human Resources Officer will designate an investigator who will initiate an investigation into the complaint.

RECORDS

Copies of all reports of sexual harassment shall be forwarded to the Human Resources Division who will be responsible for maintaining overall district records of incidents.

Legal Reference:

CALIFORNIA EDUCATION CODE SECTIONS

- 200 et seq. Prohibition of discrimination on the basis of sex
- 212.5 Sexual harassment, defined
- 230 Particular practices prohibited, including sexual harassment

TITLE VII, CIVIL RIGHTS ACT of 1964, 42 USC § 2000e as amended by Title IX, Equal Employment Opportunity Act.

FAIR EMPLOYMENT & HOUSING ACT, Government Code section 12941 et seq.

Policy
Adopted: October 12, 1979 San Diego Unified School District
Revised: September 30, 2014 San Diego, California

At any stage, a complainant may file directly with the Chief Human Resources Officer, Human Resource Services Division at (619) 725-7132.

Ethics Code

The ethics code outlines the guiding principles and expected behaviors for all San Diego Unified School District employees. The District exists to serve students, parents and our community. As members of our team of education professionals, all employees share in their mission. To be effective, employees will do their best to provide students and families with the highest possible quality of service.

1. Fairness, dignity, respect. We will treat each other and members of the community fairly and with dignity and respect.
2. Honest effort. We will put forth an honest effort in the performance of our duties. We will use our work hours productively to carry out the District program of providing quality educational services to the San Diego community.
3. Public Trust. We, as public servants, will act to earn, promote and maintain the public's trust and confidence in the San Diego Unified School District.
4. Personal gain from position or resources. We will not use our district position for personal or private gain. We will not use public resources for private non-district purposes or for the purposes other than for which they were intended. We will not solicit money or accept contributions for non-district purposes from outside vendors who may do business with the District.
5. Conflicts of Interest. We will not hold financial interests that conflict with the performance of our duties to the District. We will not engage in outside employment or activities that conflict with our official district duties.
6. Gifts. We will not accept gifts, services, travel, entertainment, jobs for immediate family members or other special circumstances that may give the appearance that the benefit could improperly influence District decisions.
7. Hiring, assigning, promoting, supervising. We will take care in hiring, assigning, promoting and supervising employees so as to avoid nepotism or the appearance of impropriety.
8. Waste, fraud, abuse, corruption. We will disclose any waste, fraud, abuse and corruption to the appropriate personnel at the District,
9. Use of authority. We will not use our authority to intimidate, threaten, or retaliate against a person to attempt to interfere with the disclosure of potentially improper governmental activity.
10. Failure to Comply. We understand that employees who fail to comply with the provisions of this Ethics Code may be subject to administrative and/or legal action.



San Diego Unified School District

TRANSPORTATION SERVICES DEPARTMENT
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Neighborhood Schools & Enrollment Options

DRUG AND ALCOHOL POLICY

The Omnibus Transportation Employee Testing Act of 1991 requires that employers provide controlled substance and alcohol testing to all employees who are required to obtain commercial driver's licenses.

I. Employee Requirements:

- 1) In keeping with the provisions of this regulation, The San Diego Unified School District notifies its employees upon hiring and before driving a commercial vehicle the following:
 - a) Shall not report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.01 or greater.
 - b) Performing any safety-sensitive function, the driver shall not be on duty or operate a commercial motor vehicle while the employee possesses alcohol.
 - c) Shall not use alcohol while performing safety-sensitive functions.
 - d) Shall not perform safety sensitive functions within four hours after using alcohol.
 - e) May be required to take a post-accident alcohol test. The Employee shall not use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.
 - f) Shall not report for duty or remain on duty requiring the performance of safety-sensitive functions when the employee uses any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to safely operate a commercial motor vehicle.
 - g) Shall not report for duty, remain on duty or perform a safety-sensitive function, if the employee tests positive for controlled substances.

- h) In a safety sensitive position, the employee shall not refuse to submit to a post-accident alcohol or controlled substance test, a random alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substances test or a follow-up alcohol or controlled substances test.
- 2) Violation of any or all of subparagraphs (a) through (g) of paragraph (1) by any employee in a safety-sensitive position may result in one of the following actions:
 - a) Referral to a Substance Abuse professional for determination of appropriate treatment/rehabilitation consistent with the employee's established benefit plan.
 - b) Or, subject to disciplinary action up to and including dismissal.
- 3) Violation of subparagraph (h) of paragraph (1) by any employee in a safety-sensitive position will result in the employee being:
 - a) immediately removed from safety-sensitive positions,
 - b) immediately placed, and
 - c) subject to disciplinary action up to and including dismissal
- 4) Refusal to test by any individual applying for a safety-sensitive position will result in withdrawal of any employment offer.
- 5) An employee may not perform safety sensitive functions for 24 hours when a positive alcohol test result indicates a concentration of up to 0.039.

II. **Refusal to test:** The following is an explanation of what constitutes a refusal to test. As an employee, you have refused to submit to an alcohol or controlled substance test if you:

- 1) Fail to appear for any test within a reasonable time, as determined by the employer, after directed to do so.
- 2) Fail to remain at the testing site until the testing process is complete.
- 3) Fail to provide a urine specimen or fail to provide an adequate amount of breath for an alcohol test.
- 4) In the case of a directly observed or monitored collection in a drug test, fail to permit the observation or monitoring of your provision of a specimen.
- 5) Fail to provide a sufficient amount of urine or breath specimen when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure.
- 6) Fail to or decline to take an additional drug test the employer or collector has directed you to take.

- 7) Fail to undergo a medical examination or evaluation, as directed by the Medical Review Officer as part of the verification process, or as directed by the employer.
- 8) Fail to provide signatures as required on the alcohol testing form.
- 9) Fail to cooperate with any part of the testing process.
- 10) Have a verified adulterated or substituted test result as reported by the Medical Review Officer.

III. Additional information concerning the testing process: Controlled substance testing is performed through urinalysis done by a certified laboratory. The testing methodology complies with guidelines issued by the Department of Health and Human Services and reflects the scientific and technical procedures necessary to assure that the results are highly reliable and accurate. These procedures will include an initial screening of the urine sample you provide for the presence of illegal drugs and, if appropriate, a confirmation test.

To assure that the sample collected from you is not accidentally confused with any other sample, strict procedures will be used when collecting and transferring the sample. These procedures are known as the chain of custody. The test results from your sample will be handled with maximum respect for individual confidentiality consistent with safety. A confirmed positive test result reported by the laboratory will be reviewed by a Medical Review Officer (MRO) before a determination is made that you have used controlled substance(s). The MROs are licensed physicians with experience in substance abuse disorders. You will be given an opportunity to submit medical documentation to the MRO to establish your legitimate use of the specific controlled substance(s) detected by testing before any administrative action is taken provided you contact the MRO within specified time limits. You will have 72 hours from the time of your initial notification to submit your documentation to the MRO.

Alcohol testing will usually be conducted in the Safety and Training section of the Transportation Services Department in the counseling room but may be conducted at an accident site or another work location. Strict chain of custody procedures will be used. Confidentiality of test results will be maintained to the maximum extent consistent with safety. Alcohol testing will only be conducted just preceding or just after the period of the work day that you are/were performing a safety-sensitive function.

IV. Designated Employer Representative: Should you have questions about this information or about anything related to the DRUG AND ALCOHOL POLICY OF THE SAN DIEGO UNIFIED SCHOOL DISTRICT, you may contact your supervisor or you may contact the designated employer representative.

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