# employee or volunteer information

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manager/Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## ALL EMPLOYEES – MANDATORY TRAINING

|  |  |
| --- | --- |
| * Back Safety
 | * Health Insurance Marketplace
 |
| * BIMPRD Personnel Policies
 | * Public Records Staff Training
 |
| * Bloodborne Pathogens
 | * Records Management
 |
| * Fire Extinguishers
 | * RISE Up Against Workplace Bullying
 |
| * Harassment Prevention for Employees
 | * Spill Prevention and Control
 |
| * Hazard Communication in Cleaning & Maintenance Operations
 |  |

## Safety courses for drivers of district vehicles

|  |  |
| --- | --- |
| * Aggressive Driving and Road Rage
 | * Tailgate Topics – Driving Defensively
 |
| * Defensive Driving
 | * Tailgate Topics - Distracted Driving
 |
| * Defensive Driving for Vanpool Drivers
 | * Winter Driving Safety
 |
| * Driving Defensively for CDL Drivers: Handling Adverse Conditions
 | * Winter Driving: Braking and Special Consideration
 |
| * Driving Defensively for CDL Drivers: The Basics
 | * Winter Driving: Trapped or Stranded Vehicles
 |
| * Liability While Driving Government-Owned Vehicles
 | * Winter Driving: Weather Conditions & Preparations
 |
| * Survival Driving – Urban Driving
 |  |

## Additional NEOgov learn Courses Available

[Admin Course Catalog (neogov.com)](https://learn.neogov.com/admin/course)

[NeoGov Learn Course List](https://biparks.org/wp-content/uploads/2024/04/Admin-Course-Catalog-04_03_2024.pdf)