# 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)