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**Professional  
Personnel**

Credentials

Personnel shall possess valid credentials before duties are assigned or payment is made from any source of funds.

All professional employees who have earned certificates, endorsements, or degrees of higher rank since the previous school year must file with the Executive Director:

1. An official transcript showing degree(s) earned and date(s) conferred, from an institution of higher education that at the time was accredited or otherwise approved by a state department of education, a recognized governmental organization, or a recognized regional accrediting organization.
2. Valid certificate or endorsement.

**All ESC Personnel  
Credentials**

For purposes of the following provisions, an “ESC fleet vehicle driver” shall mean a driver who drives an ESC fleet vehicle for the purpose of ESC-related business.

At a minimum, to become employed and maintain employment status, a person must meet the following requirements:

1. Be at least 18 years old;
2. Possess a valid driver’s license designating a class appropriate (with applicable endorsement) for the gross vehicle weight rating and manufacturer’s designed passenger capacity of the vehicle to be operated;
3. Meet the medical qualifications specified by policy DBB;
4. Maintain an acceptable driving record; and
5. Maintain an acceptable criminal history record, secured from any law enforcement agency or criminal justice agency, and reviewed in accordance with the provisions of Education Code Chapter 22. [See DBAA]

**Records**

The ESC shall maintain current and complete personnel records of all employees.

All records shall become the property of the ESC to be used for the proper maintenance of personnel records for the individual.

The ESC shall maintain the following types of personnel records:

1. Employment contracts
2. Certificates
3. Teacher service records
4. Leaves and absences reports

EMPLOYMENT REQUIREMENTS AND RESTRICTIONS  
CREDENTIALS AND RECORDS

DBA  
(LOCAL)

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5. Employment verification forms (I-9)
  6. Applications
  7. References
  8. Performance appraisal records
  9. Personnel action memoranda and forms
  10. Letters of reasonable assurance (at-will employees only)