

Lane Education Service District Administrative Rule

Code: **EGAB-AR**
Adopted: 4/15/94
Revised/Readopted: 1/22/02
Orig. Code(s): EGAB-AR

Guidelines for Use of Courier Service

The administrative rules for courier service require standards for ESD use, interschool and interdistrict use and use by entities other than public schools.

ESD Use

1. Instruction for multiple copy mailings

Each component district will provide the ESD with the procedure to be used to provide mailings to the district. These procedures apply to all multiple copy materials which are to be disbursed and generally will be limited to the following options:

- a. Send materials to the superintendent for distribution;
- b. Send materials to the curriculum coordinator for distribution with a copy to the superintendent;
- c. Send materials to a specific division within the district for review and distribution.

2. Specific or Individual Mailings

These are to be sent directly to the individual for whom the correspondence is addressed.

3. Materials for Distribution to Students

All materials intended for direct distribution to students or for student information shall be pre-approved by the ESD media services manager under the guidelines for all other materials; however, it shall be the component district or building responsibility to determine if said materials may be distributed in the building according to individual building procedures.

Interschool and Interdistrict Correspondence

The standard format for addressing interschool correspondence is to be complied with by those individuals using the ESD courier service. This format includes:

1. Cross out all previous addresses found on both sides of any envelopes you are using;
2. Addresses should be clearly marked FROM and TO as well as legibly addressed (we prefer having the FROM on the left side and the TO on the right side as you would find it on a U.S. mailing, however, we realize some districts do have preprinted labels which are opposite);
3. Include a return address in case the mail needs to be returned due to an improper or illegible address;

4. When sending correspondence to the ESD please include the department to which it is being sent and the name of the particular person to whom the correspondence is directed, if known;
5. When sending mail to schools please include the name of the school as well as the name of the person to receive the mail;
6. If the envelope you are using is clearly marked FROM-TO or vice versa please follow the same sequencing. If you do change directions midway be very sure previous directions are thoroughly crossed out and your change is boldly marked;
7. If sending to a specific department such as accounting, please include name of the district or Lane ESD so that it does not get delivered to the wrong institution;
8. If the material is highly confidential or includes a sum of money, please use special care in sealing and clearly identifying the envelope;
9. This service is not intended to supplement or to replace the service provided by the U.S. Postal Service. The postal service must be used for all personal correspondence.

Other Agencies

The following rules apply to the use of courier service by agencies other than public schools:

1. Requests will be considered only from other governmental agencies and organizations involved in civic services with a relationship to education;
2. All requests for the use of the courier service by agencies other than Lane ESD or Lane County public schools will be directed to the media services manager;
3. Each use of the courier will be considered individually. No “standing” permission is granted to any entity;
4. All entities using the courier service will follow the communication patterns established by each of the component school districts;
5. Any entity using the courier service must prepare the material for delivery and place it at the collection points designated by the media services manager;
6. Schools may use the courier service as a freight system under the conditions listed below. Any such delivery must result in a cost savings or special convenience for the component school districts.
 - a. The ESD must receive a request for such service from the component district with whom the vendor is transacting business.

- b. The weight and/or size of the merchandise packages must be such that they can be conveniently handled by the courier drivers.
 - c. Items may be held at the ESD office until, in the opinion of the staff, there is space available in the courier vehicles.
 - d. The ESD employees will not sign for merchandise or accept any responsibility for safe delivery.
7. It is understood the courier service is for the convenience of the school districts of Lane County only. The request for courier service shall not conflict with services normally provided the districts by the U.S. Postal Service.