

Vendor Sign-In and Sign-Out Process St. Johns County School District 2016-2017 School Year



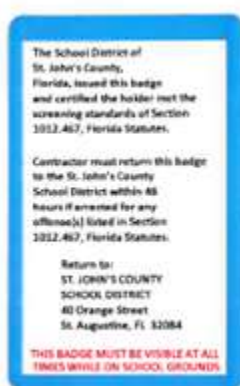
Definition of a Vendor

Vendors are people or business entities, who sell something or provide services.
The Saint John's County School District is the customer of these vendors.

Florida Public Schools CONTRACTOR Badge and a 2nd Photo Identification are required to sign in.

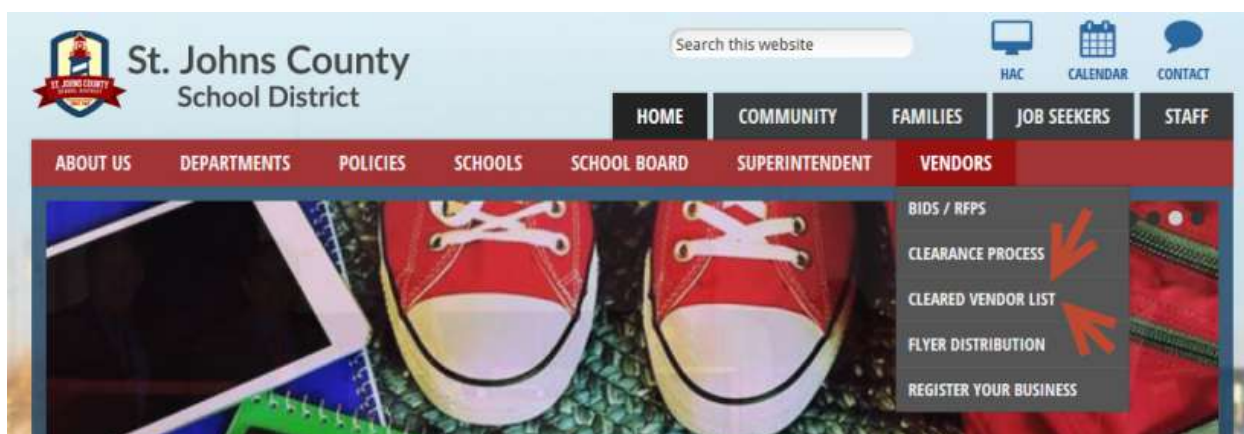
Acceptable photo ID for SJCS D **vendor** sign-in is either
1) A valid driver's license or 2) A valid state identification card.

Sample of Florida State Vendor Badge:



Vendors that come to the district during the summer or off season times, must be background screened and approved. Vendors **MUST** wear their badges at all times, when they are in our schools grounds.

Cleared Vendors for SJCSD, are add to the Cleared Vendors List once a week, here is where you can find the list on SJCSD Website.....



Additional Information about Vendor Background Screening

1. On July 1, 2013, Section 1012.467, Florida Statutes, was amended requiring all school districts to issue a uniform statewide badge to certain noninstructional contractors permitted onto school grounds. On July 19, 2013, The Florida Department of Education provided school district with the Technical Assistance Paper for implementation.
2. The School Board has adopted Rule 7.142 implementing the statutory requirements for screening noninstructional contractors. **To implement Rule 7.142, the District has classified noninstructional contractors into two categories, Type A and Type B.**
3. **Type A** is a contractor who is not anticipated to have direct contact with students. During the contracting process, the District will determine whether or not a contractor is anticipated to have direct contact with students. If such contact is not anticipated, the contractor will be required to have a **Type A statewide badge** to gain entry to school premises in accordance with the procedure described in paragraph 4.
4. **Type B** is a contractor who is anticipated to have direct contact with students, as contemplated by Rule 7.142(3) and (4). It should be noted that they are statutory exemptions for some types of contractors. If such contact is anticipated, then the contractor will be required to undergo **Type B** screening. For access onto school premises, a contractor who has passed Type B screening must check in with the receptionist who will issue a yellow vendor's badge.

5. Type A noninstructional contractors will be required to possess and display, at all times, the uniform statewide identification badge for proof of clearance. **This identification badge DOES NOT identify the contractor as an approved St. Johns County School District vendor; it only indicates that they have met the screening requirements as described in Section 1012.467, Florida Statutes.** If the District does not anticipate the contractor will have direct contact with students, the contractor will not be required to undergo Type B clearance and a statewide badge will suffice for the contractor to gain access to school premises for performance of contract services. However, as with all visitors, the site must confirm that the individual is on campus for a legitimate and verified purpose. Manual entry into the KeepnTrack system is mandatory. A driver's license or photo ID is also required when the uniform statewide identification badge is presented for processing through the KeepnTrack system. Once the contractor's information has been entered, a yellow vendor's badge will print.
6. Noninstructional contractors who are anticipated by the District to have direct contact with students are classified Type B. They are required to undergo screening in accordance with School Board Rule 7.142(4). Once cleared, they will check in with the school receptionist to gain entry. The receptionist will register them in the KeepnTrack system and issue them a yellow vendor's badge.

CONTRACTED SERVICES BACKGROUND SCREENING VIA FSSR (FLORIDA SHARED SCHOOL RESULTS PROGRAM)

To assist contractors / vendors who have concurrent contracts in multiple school districts, the **Florida Shared School Results (FSSR)** system was made available. The FSSR system allows contractor / vendors who have been fingerprinted in a school district to have their criminal history results shared with other school districts in Florida. Results are available on the FSSR system for a period of five years from the date that the school district who originally collected the fingerprints submitted them to the FDLE.

Unattended Kiosk Sign-In

1. When a **vendor** enters a school, he/she must go to the main reception area. The school's office designee is to welcome the visitor-vendor. An office designee must be a St. Johns County School District employee, a KeepnTrack representative approved through the Volunteer Services Department, or a representative approved by the Principal of the school.
2. The **vendor** will type her/his information into the computer, and follow the computer prompts. If a license scanner is used, the **vendor** will present her/his photo ID and have it scanned by the school's office designee. The **vendor** will then follow the computer prompts. The office designee is then to compare the name on the **Florida Public Schools Contractor Badge and the photo ID**. If they are a match the designee gives both badge and photo ID to the individual and provides assistance needed to assure the **vendor** gets to her/his destination.

Attended Kiosk Sign-In

1. When a **vendor** enters a school, he/she must go to the main reception area. The school's office designee is to welcome the visitor-vendor. An office designee must be a St. Johns County School District employee, a KeepnTrack representative approved through the Volunteer Services Department, or a representative approved by the Principal of the school.
2. Photo ID is requested from the **vendor** at this time. The office designee will type the **vendor's** information into the computer, and follow the computer prompts.
3. If a license scanner is used, the office designee will scan the **vendor's** photo ID and then follow the computer prompts. The vendor badge will print. The office designee gives both badge and photo ID to the individual and provides assistance needed to assure the **vendor** gets to her/his destination.

Unattended Kiosk Sign-Out

1. The **vendor** follows all prompts given on the computer screen for sign-out.
2. The **vendor** gives her/his badge to the office designee before leaving the school campus.
3. The office designee shreds all badges.

Attended Kiosk Sign-Out

1. The **vendor** gives the badge to the office designee.
2. The office designee follows all prompts given on the computer screen for sign-out.
3. The office designee shreds all badges.

Trouble shooting on the Vendors Process

If you can find a vendor in Keep-N-Track, please try one of the following:

- *Input name without specifying (vendor, visitor and/or volunteer).*
- *Contact Vicky Eidsmoe at (904) 547-7611 Or Kara Masson at (904) 547-7758*
- *In the event of an Emergency a Vendor may enter as a visitor with the School Principal approval and under the supervision of a school district employee.*

