



Vendor/3rd Party Contractor

This questionnaire should be filled out by the 3rd Party Contractor and NOT by the School

Name of Vendor/Independent Contractor:

Person completing this form:

Primary Function of Contractor:

Scheduled time of appearance (s):

Employees Names assigned to our institution:

Employee I-9 Verification (Simple yes/No):

Latest Background Check on Each Employee listed:

Employees/Contractors know that at no time are they to approach students for any reason unless this action falls within the scope of their service (Initials):

Supervisor to call in case of an issue/Telephone #:

Uniform Description/Changes recently?:

Employee Trained with school's Institution Policy and Procedures (if applicable):

Verification of Insurance Document (Liability Limits/Name of Insurance Company/Policy Number/Dates active):

Send Proof of Insurance information with this completed form if not already on file

Latest Sex offender registration check (Date):

Communication Device used by employee (cell phone/radio/etc.):

Non-Disclosure Agreement signed by each representative who visits school (yes/no):

Employees have been instructed that in the case of a lockdown they are under the supervision of school staff, and may not be able to leave the school without permission from a school administrator (initial)_____



Vendor/ 3rd Party Contractor Policy

- I. Make sure questionnaire is completed by applying company/I.C. prior to payment.
- II. Non-Disclosure Agreement is kept on file. Important that vendors understand that if there EVER is an issue that seems out of the ordinary they can come to you
- III. Assign someone to double check names of employees assigned with Sex Offender Registry.
- IV. Instruct them on your sign in/sign out procedures.
- V. Instruct them on your policy of keeping the school secure (no propping of doors, wearing your badges while on campus).
- VI. Provide them with your procedures on what to do in case of emergency drills.
- VII. Make sure vendor/3rd Party Contractor knows that they are an ally for you in keeping your student's safe and secure.
- VIII. Please make sure they know they are "duty bound" to report any and all concerns
- IX. Make sure vendor/I.C. knows their prescribed route, area of operation(s) and duties.
- X. Provide them with any updated concerns.
- XI. Provide them with any and all behavioral expectations
- XII. Provide an emergency contact for them.
- XIII. Provide them with vendor/3rd Party Contractor ID.
- XIV. Schedule a 90 day review or at least a "touch base" meeting