OAKLAND UNIFIED SCHOOL DISTRICT
Community Schools, Thriving Students

OUSD Alumni Highway to Work: EMT Orientation Packet

Welcome!

We would like to congratulate you on your enrollment in OUSD's Alumni Highway to Work EMT Program! All of us at Oakland Unified School District are excited that you will be participating. The following handbook outlines expectations for the program:

Purpose of the document

This will be the first time that many of you have experienced work culture. As you move forward through different jobs, you'll find that most have a handbook like this one. This handbook, like this program, is designed to provide an experience to prepare you for a working environment.

What this document will cover:

- **Communication**
- **Workplace expectations**
- **Stipends**
- **Transportation**
- **Driver's Education**
- **Weekly workouts**
- **Study Groups**
- **COPED 450**

Program Manager:
Katie Bailey: kathleen.bailey@ousd.org, 510-599-2411

Program Support:
Victor Chan: victor.chan@ucsf.edu 510-340-0588

Locations and Contacts:

Life Academy
2101 35th Ave, Oakland CA
Room 104

Planet Fitness
4055 MacArthur Blvd

Communication:

We will primarily use a mix of email and text to communicate. It is expected that you check your email at least twice per day and respond to emails within 24 hours.

Expectations:

Arriving Prepared

Please make sure you are well rested and ready to learn at the start of every day as you will have busy days in a fast paced learning environment. Please be prepared by bringing a water bottle, snacks, and a lunch or money for lunch. Your hair should be pulled back.

On EMT Instruction Days (Tuesday/Thursday)

You should wear your uniform- black pants, close toed shoes, and your OUSD Polo shirt. Your hair should be pulled back and your nails need to be short (no fake nails). Wear close toed shoes (no sandals). Bring something to write with and a notebook. You should bring workout clothes with you on Thursdays to change into in the afternoon.

Tuesdays will be instructional days. Our instructor, John Marshall, is an Oakland Firefighter, EMS Corps graduate, and EMT instructor. You will be learning from the EMT Textbook and you will be expected to take notes during lecture. Thursdays will be exam and skills days. You can expect to be tested on the content you learned on Tuesdays, and then you will be learning technical skills connected to the lectures.

On Bootcamp and Didactic Days (Monday/Wednesday)

You do not need to wear your uniform. You should still wear closed toed shoes, have hair pulled back, and put ear buds away. No hoods or hats. Bring a snack and a lunch. Bring something to write with and a notebook. You should bring workout clothes with you on Mondays to change into in the afternoon.

Mondays will be a mix of Career Readiness workshops, field trips, and structured workouts. Wednesday mornings will be Healthcare Communications for all Highway participants. Wednesday afternoons will be a mixture of hands on workshops, trainings, certifications, and career visits.

Phone Use

Your phone should be on silent and tucked away during all classes and workshops. If you need to make or take a phone call (and this should be very rare), please step outside of the room.

Punctuality, absences and tardiness

Early = on time, on time = late. If something starts at 9a, you should be there at 8:50a, 8:55a at the latest. Because you may need to take multiple legs of transit, you should plan that a leg of transit will be delayed. For example, leave early enough that if the first bus scheduled doesn't show up, you will still be on time if you take the second bus. If you know you will be out for a day, please notify the point person at your site AND Ms. Bailey in advance.

You are expected to attend all scheduled classes and workshops. You are expected to be ready to perform work tasks at the start scheduled sessions and classes. If you expect to be late or miss a class or career readiness session, you should inform the program coordinator **before** the day begins. We understand that emergencies may arise. Communication around any emergency is essential. You are expected to communicate any absence before the start of the day. Tardies after lunch break will also be counted. Absences and tardies will impact your stipend in the following ways

- $5 stipend deduction for every tardy
- $9 stipend deduction for every hour missed, including leaving early (so missing an 8 hour day = deduction of $72)

Repeated tardies or missed days may result in dismissal from the Highway to EMT Program.

Stipends

You are expected to maintain consistent attendance in classes, workshops and site visits. Failure to attend sessions as outlined in the orientation packet may result in dismissal from the Highway to EMT Program. If you miss multiple sessions or are late/leave early, the stipend will be impacted. If you are released from the EMT Program, your Program Coordinator and the program administrators will determine the appropriate amount of the stipend received or if the stipend is to be forfeited.

Attendance and punctuality can impact stipend amounts (see above). The maximum stipend you can earn is $1400. Stipends will be distributed on the following dates:

- ❏ Monday June 30th: $600
- ❏ Tuesday July 22nd: $800

Transportation

You will receive a Clipper Card and a 31 Day AC Transit pass to support transportation needs throughout the program. You will need to take both BART and likely the bus to programming. The Clipper Card should be used for BART only. Please be mindful that each student has a predetermined amount of money for transportation and the clipper cards will not be able to support travel outside of the program. **These passes cannot be replaced-** if you lose them you will need to use your own money for transportation.

Driver's Education & Obtaining your Driver's License

Throughout this program, you are expected to work towards obtaining your Driver's Permit and License. This is because you will be driving an ambulance and have peoples' lives in your hands - therefore we need you to have all the knowledge and skills to drive as safely as possible. The majority of driver's education will be completed on your own, at your own pace, with accountability check ins with your Program Manger.

In order to be hired by an ambulance company, you need a Driver's License. In order to be accepted into EMS Corps or City EMT, you need to have your Driver's Permit. Once you have your permit, you can schedule your Behind the Wheel Driver's Test at the DMV: www.dmv.ca.gov/portal/appointments/

All this is in preparation for your Ambulance Driver's license. When you are driving an ambulance, a person's life is dependent on your ability to drive safely. It is imperative that you practice your driving skills often and that you understand the rules of the road.

Physical Exam and Vaccination

To apply to many EMT programs, you will need an up to date physical exam and a list of your vaccines. We expect you to take care of these requirements during the program.

Weekly Workouts/Physical Fitness

Physical Fitness is an essential part of emergency responder careers. You will be expected to do group workouts at Planet Fitness on Monday and Thursday afternoons at Planet Fitness on MacArthur Blvd. Planet Fitness provides a free summer membership for anyone ages 14-19. We will provide you with weekly workouts to follow.

Study Groups

Studying is a major component for success in an EMT course. You are expected to be studying regularly outside of class time in order to help build your study habits for your EMT Course. There will be structured study groups on Tuesday afternoons in order to prepare for your Thursday exams.

COPED 450: General Work Experience College Credit (Optional)

As a part of Highway to Work, you have the opportunity to gain college credits for this program. This will be offered through Berkeley City College and will allow you to gain familiarity with Peralta systems, receive 3 units of college elective credits. If you opt-in to COPED 450 you are expected to complete and submit assignments on Canvas to receive a passing grade.

Acknowledgement and Consent

I understand that this program does not guarantee employment or acceptance to any EMT training program. However, I understand that if I do well in the program I may be able to reach out to the Highway staff to serve as a reference for me.

By signing here, I acknowledge that I have read this handbook and agree to the rules and policies as they have been laid out

Signature: _____ **Date: _____**

Name (Printed): _____