

## EXPRESS MAIL OPERATIONS

The following clients will be receiving Express Mail delivery services during the 2010-2011 fiscal year:

Adelanto	Alta Loma	Apple Valley
Baker Valley	Baldy View ROP	Barstow
Barstow CCD	Bear Valley	Central
Chaffey CCD	Chaffey Joint Union High	Chino Valley
Colton	Copper Mountain CCD	CRY-ROP
Cucamonga	Desert/Mountain SELPA	East Valley SELPA
Etiwanda	Fontana	Helendale
Hesperia	Lucerne Valley	Morongo
Mountain View	Mt Baldy	Needles
Norton Space & Aeronautics	Ontario-Montclair	Oro Grande
Redlands	Rialto	Rim of the World
San Bernardino City	Sedona Charter Academy	Silver Valley
Snowline	Upland	Victor Elementary
Victor Valley CCD	Victor Valley Union	West End SELPA
Yucaipa-Calimesa		

Additional Express Mail clients include personnel at the SBCSS administrative facilities including the Support Center, Cooley Ranch, Kids N Care, and the Roy C Hill Education Center as well as Student Services regional offices, and SBCSS special education, alternative education and state preschool sites.

Notifications of SBCSS holiday closures will continue through the use of email. Notify Pablo Arechavaleta ([pablo\\_arechavaleta@SBCSS.k12.ca.us](mailto:pablo_arechavaleta@SBCSS.k12.ca.us)) to add or delete a client's name for holiday notification.

**Please note: For prompt Schools Express Delivery Service, each item must be addressed as follows:**

- 1. District Name**
- 2. School Name**
- 3. Recipient's Name**

**Several school sites have the same words in their name, so be sure to include the full school name, no abbreviations please**

If you are using a recycled envelope, please be sure that the old names and addresses are blocked out (on both sides of the envelope) and that you clearly write a complete new address.

### **REMINDER:**

Trona Unified and San Bernardino Community College do not participate in the Express Mail program. Any incoming materials addressed to these districts (through Express Mail) will be returned to the sender. Use the U.S. Postal Service please.

**THE FOLLOWING ARE GUIDELINES FOR USING EXPRESS MAIL SERVICES:**

Our staff is committed to meet your needs and expectations; however, we need your help to expedite all deliveries. Deliveries of mail and other correspondence are made daily to a centralized location at each participating district. We respectfully ask for a single designated area at each site to deliver and pick up your mail. Drivers should have ready access to your established delivery/pickup point. At times when additional materials are transported, it may be necessary to use boxes or manila folders in addition to the courier bag. On scheduled days of heavy delivery, such as payrolls, correspondence between the districts and the county office will be limited to one courier bag. If you have large packages for pick up, please notify Pablo Arechavaleta at (909) 887-7597, so arrangements can be made for our driver to pick up the materials.

The County Superintendent of Schools internal pick up and distribution of mail will continue to be handled through our mail room at the Roy C Hill facility.

**Employees may not send personal items through Express Mail that would normally be delivered by the U.S. Postal Service. Also, no outside group or organization shall place materials in the Express Mail courier bag for inter-district distribution. The use of the delivery in this manner would constitute a violation of the Federal Law.**

Any questions concerning Express Mail service should be directed to Pablo Arechavaleta at (909) 887-7597 or Ralph Alba at 909-887-7545. We appreciate your cooperation and effort in making your Express Mail delivery service as efficient as possible.