

DEPARTMENT of PUBLIC WORKS

County of Lassen



AMY SCHMIDT, Director
Public Works/Road/Transportation

707 Nevada Street, Suite 4
Susanville, CA 96130

☎ 530) 251-8288
FAX: (530) 251-2675

G3

July 31, 2026

TO: Board of Supervisors
Agenda Date: August 11, 2026

FROM: Public Works

SUBJECT: Authorize a Road Equipment Operator to attend Jiffy's Truck School

RECOMMENDATION: That the Board of Supervisors authorize a Road Equipment Operator to attend Jiffy's Truck School in Redding.

DISCUSSION: The Road Division is in need of commercial drivers. This school provides the required training to the Road Equipment Operator to obtain a commercial driver's license. A condition of employment for this position is to obtain and maintain a CDL throughout their employment.

ALTERNATIVE: Not Approve.

FINANCIAL IMPACT: Authorize a Not to Exceed amount for training, travel, lodging, per-diem in the amount of \$4,800. Funding is available in the Road Budget 122-1221.

OTHER AGENCY INVOLVEMENT: None

DEPARTMENT APPROVAL: Nan Henderson

REVIEWED FOR AGENDA: _____

LASSEN COUNTY TRAVEL AUTHORIZATION AND REPORT

The County Travel Policy and bargaining unit MOUs can be found on the county intranet at [L:\Policies and Procedures](#). Incomplete Travel Authorizations and claim forms will be returned to the department.

Once a Travel Authorization Form has been signed by the appropriate authority it should not be changed - enter actual expense in the Actual column. Questions regarding how to complete County forms or allowable expenses should be referred to the Lassen County Auditor's Office.

EMPLOYEE NAME: Brian Garrison		BARGAINING UNIT: ROAD	
DEPARTMENT: ROAD			
FUND 122	B/U 1221	ACCOUNT 302900	

TRAVEL DETAILS			
DATES: 8/17/2026 through : 8/20/2026		TIME DEPARTED: 6:00 AM ☒ A.M. ☐ P.M.	
FROM: Susanville (City) TO: Redding (City)		TIME RETURNED: 6:00 PM ☐ A.M. ☒ P.M.	
MODE OF TRAVEL (Select from list): COUNTY CAR		NATURE OF BUSINESS: Jiffy's Truck School - Class A License	

		Estimated or Actuals	CalCard Charges	Amendments	Checklist
Registration		3,995.00			☐ Agenda
Reimbursable miles _____ x \$0.725		-			☐ Map
Secondary Transportation					
Lodging: Number of Days 3 @ \$ 134.39 per day		403.17			Best Western Sure Stay, Redding
Date:	8/17/26 8/18/26 8/19/26 8/20/26				Receipts:
Breakfast @ \$ 16.00	16.00 16.00 16.00 16.00				☐ Hotel
Lunch @ \$ 19.00	19.00 19.00 19.00 19.00				☐ Flight
Dinner @ \$ 28.00	28.00 28.00 28.00 28.00				☐ Parking
TOTALS	63.00 63.00 63.00 63.00 0.00 0.00	252.00			☐ Extras
Per my bargaining unit's MOU I may request meals to be reimbursed at reasonable actual costs. Itemized receipts will be attached to all claims for reimbursement. I understand that per diem for meals and receipts may not be mixed on any one day.					☐ Ride Share /Cab
Ride Share Costs:					
Parking Fees:					
Incidentals:					
Memo:	TOTAL ESTIMATED COST OF TRAVEL \$ 4,650.17				
	TOTAL CAL-CARD				
	TRAVEL ADVANCE TO EMPLOYEE				
	NET DUE TO EMPLOYEE				

Department Head Authorization for Travel (payment will not be made without proper authorization)		The undersigned, under penalty of perjury, states that the items listed on this claim are true and correct, that the amounts are properly due this claimant, that no items have been previously paid, and that the claim is being presented within one year of when the expenses were incurred. I certify from my own knowledge, the the articles or services listed on this claim were ordered for use by the department for the purpose indicated and that the articles or services have been delivered or performed and that this claim does not violate any provisions of Article 4, Chapter 1, Division 4 of Title 1 of the government code (conflict of interest).
Department Head	7/29/26 Date approved	
Fiscal Officer (if necessary)	Date approved	
Director	Date approved	
CAO (if necessary)	Date approved by Board (if necessary)	
		7-30-26 Signature of Claimant Date

Per Lassen County Travel Policy #01-P01 all travel outside of the county must be authorized in advance.

Department Heads shall authorize travel up to \$2500. The CAO shall authorize any travel between \$2500 - \$3500. The Board of Supervisors shall authorize any travel over \$3500.

All travel requests by members of boards and commissions must be authorized in advance by the Board of Supervisors and/or the CAO.



Proposal

Jiffy's Truck School, LLC.

The North State's Premier CDL Truck School

DATE: 07/27/26

875 Hartnell Ave.
Redding, CA 96002

Phone (530) 226-0923 Fax (530) 222-3955

Website: jiffystruckschool.com

TO: Lassen County | jnelson@co.lassen.ca.us

RE: Entry-Level Driver Training Requirements (Class "A") | One student - Brian Garrison

SALESPERSON	PO NUMBER	PAYMENT TERMS	DUE DATE
David		Due Upon Receipt	Due Upon Receipt

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
2	Truck School: Entry Level Driver Training Requirements (40 hours including public driving, theory, and in-yard practice.)	\$3,995.00	\$3,995.00
	Tuition	\$3,405.00	
	Registration Fee	\$250.00	
	Student Tuition Recovery Fund	\$0.00	
	Curriculum and Materials	INCL.	
	Truck for DMV Drive Test (Jiffy's Truck Rental)	\$340.00	
	Includes fuel, mileage, and insurance.		
		Subtotal	\$3,995.00
		BALANCE DUE	\$3,995.00

PLEASE MAKE CHECK PAYABLE TO JIFFY'S TRUCK SCHOOL, LLC.

TAXPAYER ID # 84-1792856

If you'd like to make a credit card payment over the phone or if you have any questions concerning this invoice, please contact David at (530) 226-0923.

THANK YOU FOR YOUR BUSINESS

SURESTAY HOTEL BY BW REDDING

2600 LARKSPUR LANE
REDDING, CA 96002



(530) 722-9100

surestayplus.redding.fd@gmail.com

ProForma

Registered To:

Garrison, Brian

□

,

(775) 750-2987

Room #

Conf # 118234

Arrival 08/17/26

Departure 08/20/26

Room Type K - Non smoking,
refrigerator, mic

Guests 1 / 0

Payment Cash

Posting Date	AcctCode	Description	From	Reference	Amount
08/17/26	RC	ROOM CHRG REVENUE			\$119.99
08/17/26	9	TOT TAX			\$14.40
08/18/26	RC	ROOM CHRG REVENUE			\$119.99
08/18/26	9	TOT TAX			\$14.40
08/19/26	RC	ROOM CHRG REVENUE			\$119.99
08/19/26	9	TOT TAX			\$14.40
Balance Due					\$403.17