

What the Law says...

Although we would like to give everyone who wants to have their own route the opportunity to be a carrier, there are legal restrictions in place that we must follow.

The most important of these, when children are involved, is the New York State Education Law. Section 3228 requires a news carrier permit or working papers for any minor between the ages of 11 and 18. Children under 11 cannot be a carrier, and those over 18 are considered adults. If a permit is required and you do not have one, you are not allowed to do route work.

Permits will be issued by the school to all minors qualified to participate in physical training as provided in Section 3204 of the Education Law. This means that if you can take gym at school, there should be no problem getting your work permit.

Getting Working Papers...

Where you get your working papers depends on your school. The school nurse's office handles the paperwork at most of the area elementary schools, and the Guidance office at the high schools can give teens the forms. In some cases, a physical may be required- and in ALL cases, a parent will have to sign the application. You cannot even begin training until your working papers are on file with the Cortland Standard.

When you get your news carrier permit or working papers permit, be sure to bring them to the Circulation Department so they can be added to your training folder

For adults...

If you are intending on using your personal automobile to deliver the Cortland Standard, we will need a copy of your driver's license and you will be required to sign a form allowing our insurance carrier to check your driving record. As a carrier, you would be covered under our insurance **while actually delivering**, and this is required by our insurance carrier.

Paid Training...

Everyone who wants to be a Cortland Standard carrier is required to take part in a two-week training session. You will work with an experienced carrier for two full delivery weeks- Monday through Saturday- to learn the techniques of excellent home delivery, collection, and sales.

You will be paid **\$1 per day** for the training period upon completion. When your training is done, you will have a chance to discuss your experience with a Circulation staff member and discuss your future as a Cortland Standard carrier. If, for some reason, there are no routes available at the time your training is complete, we invite you to become an on-call substitute carrier. On-call substitutes get paid a flat rate per day for delivering routes on short notice, and this can provide you with extra experience and money until a route opens.

The Contract...

When you are offered a route, you are really being given your own piece of our business to manage for awhile. Because we have long-standing relationships with thousands of subscribers in the Cortland area, we have certain expectations that **must** be met.

These expectations are defined clearly in our Carrier Contract. The contract is a written agreement that says:

- when the newspaper will be delivered by, every day
- when your bill is required to be paid
- what is expected of you if a service error occurs
- that you will participate in sales promotions & contests
- what is required when you decide it is time to stop being a Cortland Standard carrier.

If you are under 18 years old, your parents will be required to sign the contract, also. When you actually sign your route contract, a member of the Circulation staff will review it carefully with you to make sure there are no misunderstandings.