



# Volunteer Best Practices

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## Background

Article I, Section 28(c) of the California Constitution provides that all public-school students "*have the inalienable right to attend campuses which are safe, secure, and peaceful.*"

School boards of education recognize and encourage community involvement at their school sites. Volunteer assistance in schools can enrich the educational program and benefit both staff and students. While volunteer involvement is supported, the District's duty to maintain a safe school environment remains. Therefore, protocols should be established for the recruitment, screening, and placement of volunteers. These guidelines will assist the Districts with developing protocols. *The comments enclosed in red brackets throughout these guidelines are to be addressed on a case-by-case basis by the District to reflect the District's board policy, procedures, local demographics, customs, and preferences.*

# Volunteer Policy

When establishing a volunteer program, it is recommended to begin with developing a Volunteer Policy. The policy should include the purpose of the volunteer program and a statement as to the district's extension of worker's compensation (WC) and general liability (GL) coverage to volunteers (see [Exhibit-1 Sample Board Policy 1240 Community Relations and Volunteer Assistance](#)).

In determining the extension of WC and GL to volunteers, consider the following:

## **Workers' Compensation:**

According to Labor Code 3363.5, public employers may choose to extend workers' compensation coverage to volunteers performing services for the organization by adopting a resolution. Workers' compensation coverage is not mandatory for volunteers as it is for employees, but exhibits a nice gesture to volunteers by extending coverage to them while they are providing service to the district. It is a no-fault system, and with few exceptions, the exclusive remedy for injuries and illnesses suffered while working. If volunteers are covered, they will be entitled to the same benefits as paid staff. Workers' compensation benefits are finite and limited to medical, disability, and retraining costs associated with a specific impairment.

If volunteers are excluded from workers' compensation coverage, then they can seek remedy in the civil court system. The court may award compensation for pain and suffering plus other damages. While the volunteer must prove fault, civil awards are often much higher than the corresponding workers' compensation benefits.

## **General Liability:**

If a volunteer causes injury or property damage to a student, parent, or visitor, the general liability policy will treat the volunteer as an insured, subject to the policy's terms and conditions.

If the District elects to extend WC and GL coverage to their volunteers, a board resolution should be adopted (see [Exhibit 2 - WC and GL Volunteers Board Resolution](#)).

## Volunteer Categories

A volunteer program may be developed by establishing categories and then determining criteria for each category to be confirmed prior to an individual starting volunteer service. The required criteria are recommended to be renewed annually for all volunteers.

**[Note: If the District allows for student volunteers, then consider establishing guidelines for students volunteering at a school other than their assigned school.]**

Examples of categories:

- Category 1 (one-time)
- Category 2 (recurring, supervised)
- Category 3 (driving)

### Category 1 (One-time) Volunteer

Category 1 may include parents, visitors, or guests who volunteer for a one-time event with no unsupervised exposure or contact with unrelated children. Examples include guest readers, speakers, or guest-type activities, chaperones for field trips or excursions, or parents visiting school to eat lunch or to participate in a parent involvement activity with their child(ren).

Considerations for screening requirements:

1. Volunteer is approved in writing by a designated district employee **[or according to district board policy and procedures]**.
2. Volunteer presents valid government-issued photo identification (driver's license, passport, military ID, U.S., or other government identification). The Department of Justice does not recommend accepting as valid identification a Mexico identification card, voter registration card, a social security card, or birth certificates without an accompanying current, government-issued photo identification.
3. Confirm volunteer is not on the list of registered sex offenders in California, <https://www.meganslaw.ca.gov/>. Registered sex offenders should not volunteer at the District.

Consider the following procedures:

1. Volunteers sign-in on a district-approved log-in sheet in the main office upon arrival. The log-in sheet should include a criminal disclosure (see [Sample Form 5 - Log-in Sheet](#)).
2. Upon signing-in, the District issues an identification badge.
3. Volunteers should display the identification badge at all times during their stay.

4. A District representative escorts the volunteer to and from their activity.
5. At the end of the activity, the volunteer signs-out with acknowledgment of staff and surrenders the identification badge.

### **Category 2 (*Recurring or Regular*) Volunteers**

Category 2 may include volunteers supervising an off-site group, monitoring school activities in an open and public setting, or working with children in a classroom. These volunteers are supervised by district staff and have no unsupervised exposure or contact with children. Examples include classroom tutoring, reading, or assistance, non-classroom volunteers such as office helpers, and field trip chaperones.

Considerations for screening requirements:

1. Volunteer completes and submits the Volunteer Application (see [Sample Form 1 - Volunteer Application](#)) to be approved in writing by a designated district employee **[or according to district board policy and procedures.]**
2. Volunteer presents valid government-issued photo identification (driver's license, passport, military ID, U.S., or other government identification). The Department of Justice does not recommend accepting as valid identification a Mexico identification card, voter registration card, a social security card, or birth certificates without an accompanying current, government-issued photo identification.
3. Volunteers undergo Live Scan and background check clearance for both state and national criminal databases.
4. Confirm volunteer is not on the list of registered sex offenders in California, <https://www.meganslaw.ca.gov/>. Registered sex offenders should not volunteer at the District.
5. Verify volunteer is free from active tuberculosis (TB). California Education Code, Section 49406 for volunteers with "frequent or prolonged contact with pupils," mandates a TB risk assessment administered on initial volunteer assignment. If TB risk factors are identified, then the volunteer must be examined and found to be free of infectious TB.
6. Preschool and transitional kindergarten (TK) volunteers are required to provide an immunization record showing Measles, Pertussis, and Flu vaccines.
7. Provide basic orientation training in the areas of mandatory child abuse reporting requirements, instructions for summoning emergency help, and ways to avoid liability. ASCIP recommends its LMS online VIPS Training Module.
8. Provide mandated reporter training. School volunteers are highly encouraged by the law to have training in the identification and reporting of child abuse and neglect.

ASCIP recommends its LMS online [Mandated Reporting - A Tool to Prevent SAMM](#), a 45-minute interactive module designed to provide mandated reporter training and awareness, prevention, and guidance in recognizing and reporting inappropriate conduct with students by District employees or volunteers.

9. Provide student supervision training.
10. Volunteer reviews and signs the student-adult interaction standards and responsibilities forms (see [Exhibit 3 - Sample Student-Adult Interaction Standards](#) and [Sample Form 2 – Volunteer Responsibilities](#)).

Consider the following procedures:

1. Volunteers sign-in on a district-approved log-in sheet in the main office upon arrival. The log-in sheet should include a criminal disclosure (see [Sample Form 5 – Log-in Sheet](#)).
2. Upon signing-in, the District issues an identification badge.
3. Volunteers should display the identification badge at all times during their stay.
4. A District representative escorts the volunteer to and from their activity.
5. Volunteers should be in a public setting or classroom where staff or other adults can observe with an unobstructed view at all times; no alone or one-on-one time with children.
6. At the end of the activity, the volunteer signs-out with acknowledgment of staff and surrenders the identification badge.

### **Category 3 (*Driving*) Volunteers**

School districts provide transportation to students for a variety of reasons, including, but not limited to, field trips, athletic events, and other similar extracurricular activities. Student transportation is provided by district-owned vehicles, externally contracted charter services, rental cars, use of non-owned vehicles, or vehicles owned, leased, or rented by employees or volunteers.

Generally speaking, the use of non-owned private vehicles for student transportation is discouraged. However, at times, this may be the only feasible method available. To minimize potential harm to passengers and limit the District's liability, ASCIP recommends that the District establish a board policy that sets forth the rules, regulations, and procedures governing the use of vehicles to conduct school business. The board policy should apply to district-owned and non-owned private vehicles, and any person authorized to drive on school business, including, but not limited to, board members, employees, consultants, parents, and volunteers (see [Exhibit 4 - Board Policy 3544 - Business and Noninstructional Operations](#)).

Considerations to address in a board policy:

- Driving requirements for volunteer drivers to be confirmed prior to driving on district business. **[District could use the same criteria required for a new hire driver.]**
  - Review Department of Motor Vehicle (DMV) motor vehicle record (MVR), including major and minor violations and at-fault and no-fault accidents. It is recommended to review all types of violations and accidents, including no-fault, when conducting due diligence.
  - Enroll drivers in the district's Employer Pull Notice (EPN) program for continuous monitoring of driving eligibility.
- Process for requesting and retaining MVRs.
  - Allow for a minimum of five (5) business days for processing and reviewing an MVR.
  - MVR results should be kept confidential.
- Period for which eligible driving status will be valid, i.e., one school year.
- Minimum insurance requirements for personal vehicles.
  - California requires drivers to carry minimum coverage of:
    - Bodily injury liability: \$15,000 per person, \$30,000 per accident minimum.
    - Property damage liability: \$5,000 minimum.
    - Uninsured motorist bodily injury: \$15,000 per person, \$30,000 per accident minimum.
  - ASCIP recommends auto liability insurance with limits of a least \$100,000 for injury/death to one person, \$300,000 for injury/death to more than one person. Alternatively, the District may choose limits of at least \$500,000 for injury/death to one person and \$1,000,000 for injury/death for more than one person.  
**[District could use same criteria required for employees driving their vehicles on district business.]**
- Notice to drivers that the insurance on the vehicle is primary and of drivers' responsibility for any damage or injuries resulting from the negligent operation. District's insurance is excess and does not include collision or comprehensive coverage.

Consider the following procedures:

1. All the same procedures as in Category 2.
2. Driver completes and signs the Use of Personal Vehicle Form (**see [Sample Form 3 – Use of Personal Vehicle](#)**).
3. Driver provides copy of valid California driver's license.
4. Driver provides copy of insurance policy declaration page detailing insurance limits. Confirm limits meet District's requirements.
5. Volunteer reviews and signs the Driver Instructions (**see [Sample Form 4 – Driver Instructions](#)**).



## **Exhibit 1 - Sample Board Policy 1240 Community Relations and Volunteer Assistance**

The Governing Board recognizes that volunteer assistance in schools can enrich the educational program, increase the supervision of students, and contribute to school safety while strengthening the schools' relationships with the community. The Board encourages parents/guardians and other members of the community to share their time, knowledge, and abilities with students. The Board also encourages community members to serve as mentors providing support and motivation to students. To promote safety and minimize distractions volunteers are not allowed to bring their children while performing volunteer duties

(cf. 1000 - Concepts and Roles)  
(cf. 1700 - Relations Between Private Industry and the Schools)  
(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)  
(cf. 4222 - Teacher Aides/Paraprofessionals)  
(cf. 5020 - Parent Rights and Responsibilities)  
(cf. 5148 - Child Care and Development)  
(cf. 5148.2 - Before/After School Programs)  
(cf. 6020 - Parent Involvement)  
(cf. 6171 - Title I Programs)

### **Workers' Compensation and General Liability Insurance:**

The Board desires to provide a safe environment for volunteers and to minimize the District's and volunteers' exposure to liability. Through the adoption of a Board resolution, volunteers shall be entitled to workers' compensation benefits (Labor Code 3364.5) and general liability coverage, while engaged in service for the District, when acting solely within the course and scope of their duties, when volunteering at the direction of, and performing services for, or on behalf of, the District.

The Superintendent or designee shall develop and implement a plan for recruiting, screening and placing volunteers, including strategies for reaching underrepresented groups of parents/guardians and community members. The Superintendent or designee may also recruit community members to serve as mentors or make appropriate referrals to community organizations.

(cf. 1020 - Youth Services)  
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

The Superintendent or designee shall establish procedures for determining whether volunteers possess the qualifications, if any, required by law and administrative regulation for the types of duties they will perform.

As appropriate, the Superintendent or designee shall provide volunteers with information about school goals, programs, practices, orientation, or other training related to their specific responsibilities. Employees who supervise volunteers shall ensure that volunteers are assigned duties that utilize their skills and expertise and maximize their contribution to the educational program.

Volunteer maintenance work shall be limited to those projects that do not replace the regular maintenance duties of classified staff. The Board nevertheless encourages volunteers to work on short-

term projects to the extent that they enhance the classroom or school, do not significantly increase maintenance workloads, and comply with employee negotiated agreements.

Volunteers shall not be used to assist certificated staff in performing teaching or administrative responsibilities in place of regularly authorized classified employees who have been laid-off. (Education Code 35021)

Volunteers shall act according to district policies, regulations, and school rules. The Superintendent or designee shall be responsible for investigating and resolving complaints regarding volunteers.

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 3515.2 - Disruptions)

The Board encourages principals to develop a means for recognizing the contributions of each school's volunteers.  
(cf. 1150 - Commendations and Awards)

The Superintendent or designee shall periodically report to the Board regarding the District's volunteer program.

#### Legal Reference:

##### EDUCATION CODE

8482-8484.6 After School Education and Safety program  
8484.7-8484.9 21st Century Community Learning Center program  
35021 Volunteer aides  
35021.1 Automated records check  
35021.3 Registry of volunteers for before/after school programs  
44010 Sex offense; definition  
44227.5 Classroom participation by college methodology faculty  
44814-44815 Supervision of students during lunch and other nutrition periods  
45125 Fingerprinting requirements  
45340-45349 Instructional aides  
45360-45367 Teacher aides  
49024 Activity Supervisor Clearance Certificate  
49406 Examination for tuberculosis

##### GOVERNMENT CODE

3543.5 Prohibited interference with employees' rights

##### HEALTH AND SAFETY CODE

1596.871 Fingerprints of individuals in contact with child daycare facility clients

##### LABOR CODE

1720.4 Public works; exclusion of volunteers from prevailing wage law  
3364.5 Persons performing voluntary services for school districts

##### PENAL CODE

290 Registration of sex offenders  
290.4 Information re: sex offenders  
290.95 Disclosure by person required to register as sex offender

#### CODE OF REGULATIONS, TITLE 22

101170 Criminal record clearance  
101216 Health screening, volunteers in child care centers

#### UNITED STATES CODE, TITLE 20

6319 Qualifications and duties of paraprofessionals, Title I programs

#### ATTORNEY GENERAL OPINIONS

62 Ops. Cal. Atty. Gen. 325 (1979)

#### COURT DECISIONS

Whisman Elementary School District, (1991) PERB Decision No. 868

#### Management Resources:

CSBA: <http://www.csba.org>

California Department of Education, Parents/Family, and Community:

<http://www.cde.ca.gov/ls/pf>

California Department of Justice, Megan's Law: <http://www.meganslaw.ca.gov> California

Parent Teacher Association: <http://www.capta.org>

National Coalition for Parent Involvement in Education: <http://www.ncpie.org> National

Parent Teacher Association: <http://www.pta.org>

**Exhibit 2 - Workers' Compensation and General Liability Coverage for Volunteer  
Personnel Resolution**

WHEREAS, the (District) recognizes the need for and the benefit derived from individuals and groups providing volunteer services to the District; and

WHEREAS, the Legislature of the State of California (Labor Code Section 3363.5) has provided authorization for the inclusion of coverage of volunteers in the District's workers' compensation and general liability program; and

WHEREAS, the District desires to provide workers' compensation and general liability coverage for individuals in their capacity as volunteers to the District while they are performing services for the District per District regulations and policy;

THEREFORE, BE IT RESOLVED THAT:

The (District) hereby adopts the policy, for purposes of workers' compensation benefits and general liability coverage, that an unsalaried person, authorized by the Superintendent or Governing Board to perform volunteer services for the District, shall be deemed to be an employee of the District. Workers' compensation benefits and general liability coverage shall be extended when a volunteer sustains an injury while engaged in the service of, under the direction of, and under control of the District.

All individuals who provide volunteer services to the District, and whose volunteered services are approved per District regulations and policy shall be covered by the District workers' compensation and general liability insurance programs. The type of approved volunteer service shall be on file in the appropriate District or local school site office before commencing volunteer services.

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by the Governing Board of the District of ( ) County, California, by the following vote:

AYES:

NOES:

ABSENT:

I, Secretary to the Governing Board of the District of ( ) County, do hereby certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a regular meeting thereof held at its regular place of meeting at the time and by the vote above stated, which resolution is on file in the office of said Board.

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Secretary to the Governing Board of (District)

### **Exhibit 3 - Sample Student-Adult Interaction Standards**

Article I, Section 28(c) of the California Constitution requires that all students be provided a safe and secure learning environment.

Recognizing this, all adults (volunteers, chaperones, etc.) shall act in a manner that reflects professional, moral, ethical practices within established boundaries, consistent with those for district employees, and in a way that a reasonable person would not interpret as inappropriate.

Additionally, these standards endeavor to:

- Protect adults from situations related to prohibited or unauthorized student-adult interactions which may result in false allegations
- Maintain the integrity of public education
- Maintain public trust and confidence in the safety of public schools

These are the standards of the District that all adults:

1. Appropriately supervise minors at all times, thus providing them a safe and secure environment as required by the California Constitution.
2. Shall avoid appearances of impropriety by maintaining appropriate boundaries with students that are consistent with those for district employees. Examples of boundary violations include, but are not limited to, the following:
  - Signaling or seeking out a specific student that may create an excessive emotional attachment for all parties or may be perceived as acting in a "parental" role
  - Dating or becoming romantically or sexually involved with a student
  - Kissing of ANY kind
  - Showing inappropriate photographs, videos, images or other content to a student
  - Photographing and videoing students without parental/guardian permission
  - Grabbing, touching, tickling, rubbing, or hugging a student in a manner that a reasonable person could interpret as inappropriate
  - Cuddling with or allowing a student to sit on the adult's lap
  - Telling sexual jokes, making comments about students' bodies, or communicating in a personal nature with students not related to the adult's professional responsibilities
  - Giving personal or intimate gifts to a student
  - Consuming alcohol with, offering, giving, or otherwise making alcohol available to, students
  - Using student bathrooms

3. Shall not drive students to and from school activities without district authorization and parent/guardian permission.
4. Must intervene or report immediately to a district administrator any observation of a violation of district policies, rules, or boundaries.
5. Shall avoid inappropriate electronic communications with students.

Factors to be considered in determining whether electronic communication is inappropriate will include, but are not limited to:

- The subject, content, purpose, authorization, timing, and frequency of communications
- The conversation appears to solicit sexual contact or a romantic relationship
- The material of communication is sexual in nature or sexually explicit

### III. CONSEQUENCES OF INAPPROPRIATE BEHAVIOR

The District may take legal action for noncompliance with these standards.

### IV. ACKNOWLEDGMENT OF RECEIPT

I have received and agree to comply with the Student-Adult Interaction Standards. I understand that these standards are part of the District's commitment to keeping students safe. I will report immediately to a District administrator any observance of a violation of district policies, rules, or boundaries.

Activity or event in which I am involved: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### LEGAL REFERENCES

California Constitution Article 1, Section 28 (c)

Penal Codes 11164 and 11165 Child abuse and Neglect Reporting

## **Exhibit 4 - Sample Board Policy 3544 - Business and Noninstructional Operations**

### **Vehicle Use**

Per District policy, all persons authorized to drive for District business must exhibit safe and courteous driving practices. Vehicles will be deployed in a manner that best serves the mission of the District and maintained in safe working order. Under this Policy, it is the intent of the Board that District-owned vehicles be utilized for District business only. Any other use is strictly prohibited.

This Policy sets forth the rules, regulations, and procedures that govern the use of District Owned and Non-Owned Vehicles utilized for District business. These procedures shall apply to any person driving on District business, including but not limited to employees, consultants, parents, volunteers, or Board of Education member.

### **Financial Responsibility and Liability**

- District Owned Vehicles - The District may be liable for damages incurred as a result of the negligent operation of its vehicles by its permissive users while engaged in authorized District business. Any person who uses a District Owned Vehicle (DOV) for other than authorized District business may be personally liable for any damage arising from their unauthorized use.
- Non-District Owned Vehicles - Non-District Owned Vehicles (NDOV) are vehicles owned, leased, or rented by employees or others driving on District business. All persons operating NDOV's on District business are required to comply with the District's Financial Responsibility requirements. The registered owner of the NDOV shall be responsible for damages incurred as a result of their negligent or wrongful act or omission while operating the vehicle while on District business (See California Vehicle Code Section 17150 and section "Insurance for Non-District Owned Vehicles" of this policy).

### **Responsibility for Enforcement**

- The Department Head or Site Administrator shall be responsible for enforcing this Policy for any person permitted to drive on District business at their Site or Department level.
- The Assistant Superintendent or Superintendent shall be responsible for enforcing these provisions for those who are at or above the Site or Department level.
- The Board of Education President shall be responsible for the enforcement of these provisions for the Board of Education members or their employees.

### **Eligibility for Driving on District Business**

No District employee, Board of Education member, or volunteer may drive on District business without a valid California driver's license and satisfactory driving record (see section "Satisfactory Driving Record" of this Policy).

Whether driving on District business, failure to maintain a valid California driver's license, or a satisfactory driving record shall be grounds for immediate suspension of the individual's driving privilege or disciplinary action. For those employees whose job requires driving on District business, disciplinary action may include dismissal.

All District employees, Board of Education members, and volunteers, who drive on District business, shall be enrolled in the Employer Pull Notice (EPN) Program and are required to immediately report any change in their driver's license status to their supervisor.

### **General Safety Requirements District Owned and Non-District Owned Vehicles:**

1. Drivers will obey all traffic laws and exhibit courtesy while driving
2. Drivers will be responsible for vehicle inspection and maintain vehicles in safe working order.
3. Drivers will only utilize cell phones in a hands-free mode.
4. Under no circumstances will passengers be transported in an area not designed for passenger use.
5. Under no conditions will drivers transport more persons than the rated vehicle capacity or the number of working seat belts, whichever is less. The driver and every passenger will be provided and utilize a properly installed seat belt device meeting or exceeds federal and state safety requirements.
6. Drivers will not allow other persons to drive without prior authorization from the District.
7. While on approved District business or using a District Owned vehicle, drivers will not transport any passengers at any time without prior authorization from their site supervisor or Department Head, or the President of the Board of Education.

### **Alcohol and Drug Use**

It is strictly prohibited for any individual to operate a vehicle on District business while under the influence of any alcohol or drug that may inhibit the operator's ability. No District-Owned vehicle may be operated if the driver has consumed any alcohol in the past 12 hours. All individuals operating a District Owned vehicle shall be subject to regular, probable cause, and random drug testing per those rules and regulations.



## **Sleep and Rest**

At no time shall individuals driving on approved District business drive longer than eight (8) hours over a 24-hour period. Drivers are encouraged to take 15-minute breaks every two hours of driving.

## **District Owned Vehicles**

District employees, Board of Education members, and volunteers on authorized District business may operate a District Owned Vehicle (DOV). Before driving a DOV, the employee, Board of Education member, or volunteer must possess a valid California driver's license and have a satisfactory driving record (see section "Satisfactory Driving Record" of this Policy). Failure to maintain a valid California driver's license or a satisfactory driving record while driving a DOV shall be grounds for immediate suspension of the individual's driving privilege or disciplinary action. For those employees whose job requires driving on District business, disciplinary action may include dismissal.

All District employees, Board of Education members, and volunteers driving a DOV shall be enrolled in the Employer Pull Notice (EPN) Program and are required to immediately report any change in their driver's license status to their supervisor.

DOV's are not to be used for personal errands or personal business (e.g., going to the bank, visit relatives, etc.) The District's insurance will not extend coverage to employees, Board of Education members, or volunteers involved in an accident while engaged in anything other than authorized District business. The individual will bear sole liability for any damages or injuries incurred because of their unauthorized use. Unauthorized use of a DOV shall be grounds for immediate suspension of the individual's driving privilege or disciplinary action. For those employees whose job requires driving on District business, disciplinary action may include dismissal.

All District employees, Board of Education members, and volunteers, assigned a DOV, shall be enrolled in the Employer Pull Notice (EPN) Program.

Employees, Board of Education members, or volunteers assigned a DOV are responsible for:

1. Maintaining the vehicle in a neat and clean condition.
2. Properly loading and securing any equipment and tools to minimize the likelihood of loads shifting or creating a hazard during transport.
3. Making periodic safety inspections of the vehicle.
4. Scheduling the routine maintenance and servicing of the vehicle.
5. Whenever away from it, securing and lock the vehicle.
6. Not leaving valuables in the vehicle.
7. Reporting any vehicle damage in writing immediately to the district.

## **Home Garaged Vehicles**

DOV is not to be used on a 24-hour basis, nor operated and garaged from the residence of any District employee without the written authorization from the Department Head and the appropriate Assistant Superintendent. Criteria for home garaging:

1. The employee is subject to a 24-hour emergency call-out on District business. Upon completion of the rotational duty assignment, the vehicle shall return to District garaging; or
2. The high frequency of constant use by the Superintendent or Deputy Superintendent in their official capacity permits a DOV to be at their continuous disposal; or
3. An employee, Board of Education member, or volunteer is traveling out of the area on a District related trip and will proceed directly from their residence. This individual may take a DOV home temporarily over one night or the weekend.

## **Safeguarding District Owned Vehicle**

In addition to the General Safety Requirements and responsibilities regarding District Owned vehicles set out above employees, individuals who are permitted to take a DOV home shall park the DOV in the individual's garage, driveway, or parking spot at all times while at the residence.

## **Non-District Owned Vehicles**

Non-District Owned Vehicles (NDOV) are vehicles owned, leased, or rented by employees or others driving on District business.

## **Operation of Non-District Owned Vehicle on District Business**

NDOV's may be used on District business upon approval by the Site Administrator or Department Head. Use may only be approved if the vehicle owner and driver possess a valid California driver's license and have a satisfactory driving record (see section "Satisfactory Driving Record" of this Policy). Failure to maintain a valid California driver's license or a satisfactory driving record while driving a NDOV shall be grounds for immediate suspension of the individual's driving privilege or disciplinary action. For those employees whose job requires driving on District business, disciplinary action may include dismissal.

All District employees, Board of Education members, and volunteers driving a NDOV shall be enrolled in the Employer Pull Notice (EPN) Program and are required to immediately report any change in their driver's license status to their supervisor.

The District employees, Board of Education members, and volunteers driving a NDOV must complete the following process before driving on District business:

1. Complete a Driver Application
2. Provide a copy of a valid California driver's license

3. Motor Vehicle Report (MVR)
  - a. Complete the Authorization for Release of Driver Record Information (DMV Form INF 1101) to be enrolled in the Employer Pull Notice (EPN) Program.
  - b. Have an "acceptable" driving record as defined in the Driving Record section of this policy. The District reserves the right to require the volunteer to provide a current H6 MVR or accident reports to determine driver eligibility.
4. Provide a copy of the automobile insurance policy declaration page. The declaration page should show at least the District's minimum insurance requirements: Bodily Injury - \$100,000 each person, \$300,000 each occurrence; Property Damage - \$50,000 each occurrence; OR Combined Single Limit - \$300,000 each occurrence.

### **Insurance for Non-District Owned Vehicles**

All persons operating NDOV's on District business are required to comply with the District's Financial Responsibility requirements. The registered owner of the NDOV shall be responsible for damages incurred as a result of their negligent or wrongful act or omission in the operation of the motor vehicle while on District business (See California Vehicle Code Section 17150 and section "Insurance for Non-District Owned Vehicles" of this policy). Upon approval, as a driver and upon the policy renewal, the driver of an NDOV shall provide a copy of their automobile insurance policy declaration page to the District designee.

NDOV drivers and their insurers are responsible for any damage or injuries that result from their negligent or wrongful act or omission in the operation of an NDOV on District business. Except for work-related injuries to employee(s), which qualify for workers' compensation benefits to the extent permitted by law. If the use of an NDOV is approved and damage or injuries result during their operation while on District business, the NDOV insurance will be primary. Any available District insurance coverage will come into force if and only if the NDOV's insurance is exhausted. District liability coverage is only available when an NDOV driver is performing approved District business directly connected with their assignment. No District coverage is available for damage or injuries resulting during non-approved use.

### **Insurance for Rental Vehicles**

If a District approved driver requires the use of a rental vehicle, they may purchase and be reimbursed the maximum insurance coverage available through the rental company. Drivers and their insurers are responsible for any damage or injuries that result from their negligent or wrongful act or omission in the operation of a rental vehicle while on District business. Except for work-related injuries to employee(s), which qualify for workers' compensation benefits to the extent permitted by law. If the use of a rental vehicle is approved and damage or injuries result during their operation while on the District business, the rental insurance will be primary. If the rental company insurance is not purchased, the driver's insurance will be primary. Any available District insurance coverage will come into force if and only if the rental or

driver's insurance is exhausted. District liability coverage is only available when a driver is performing approved District business directly connected with their assignment. No District coverage is available for damage or injuries resulting during non-approved use.

### **Mileage Reimbursement**

An NDOV driver shall be reimbursed for the regular or incidental use of an NDOV per the District mileage reimbursement policy.

### **Transportation of Children on District Related Business**

1. No child shall be transported on District related business in an NDOV without prior clearance or approval.
2. Transportation of a child in any area of the vehicle not designed for passenger use is prohibited.
3. Under no circumstances shall the number of passengers exceeds the vehicles passenger capacity or working seat belts;
4. The driver and all passengers will utilize a properly installed seat belt meeting or exceeding federal and state safety requirements.
5. No driver shall transport children on District related business if that driver has consumed any alcoholic beverage or taken any drug that would inhibit the operator's driving ability in the past 12 hours.
6. No child shall be transported without the consent of their parent or legal guardian.

### **Employer Pull Notice (EPN) Program**

The District designee shall be responsible for ordering new and recurring MVR's from the DMV. These records can be obtained using the Employer Pull Notice Program (EPN). **The EPN program is administered by EMBARK, the District's EPN Service Provider, or the DMV.** This program provides automatic MVR's. The MVR reflects a three (3) year driving record history for enrolled individuals and will alert the District of any new negative activity on an Individuals driving record such as a violation, accident, license suspension, etc. The individual must complete a DMV Form INF1101 to enroll. The District must retain this form.

### **Satisfactory Driving Record**

A driver's driving record shall be established based upon the driver's California Department of Motor Vehicles (DMV) Motor Vehicle Record (MVR) and records of the District. The District's designee will monitor driving records. Driver's not meeting district requirements or failure to demonstrate the ability to drive safely will constitute an unsafe and unacceptable driving record. The evaluation of the driver's MVR will consider the number of minor violations, accidents, license suspension/revocation, and serious violations. MVR's will be graded based on the Motor Vehicle Report (MVR) Grading Table:

Number of Minor Violations Within Last 3 Years	Number of Preventable Accidents Within Last 3 Years			
	0	1	2	3
0	Acceptable	Acceptable	Borderline	Unacceptable
1	Acceptable	Acceptable	Borderline	Unacceptable
2	Acceptable	Borderline	Unacceptable	Unacceptable
3	Unacceptable	Unacceptable	Unacceptable	Unacceptable
4	Unacceptable	Unacceptable	Unacceptable	Unacceptable
<b>Minor Violations (3 Years)</b> <i>Any moving violation that is not a Serious Violation as shown in this Table. (Examples include, but are not limited to speeding, failure to yield, illegal passing, stop sign/light violation, improper turn, following too close, any other moving violation where DMV points are assessed).</i>				
<b>License Suspension or Revocation</b> (for other than failure to pay fines) <b>or Driving with Suspended License Within Last 3 Yrs</b>	Unacceptable	Unacceptable	Unacceptable	Unacceptable
<b>Any Serious Violations Within Last 5 Years</b>	Unacceptable	Unacceptable	Unacceptable	Unacceptable
<b>Serious Violations (5 Years)</b> <ul style="list-style-type: none"> <li>• Failure to stop in the event of an accident (Hit and Run)</li> <li>• Driving under the influence of alcohol or drugs or with open container</li> <li>• Refusing to take a substance/chemical test</li> <li>• More than one dismissal of a conviction relating to controlled substances</li> <li>• Reckless/Careless Driving</li> <li>• Homicide or Manslaughter or using vehicle in connection with a felony</li> <li>• Evading a Peace Officer or resisting arrest</li> <li>• Driving the wrong way or in the incorrect lane on a divided highway</li> <li>• Driving in excess of 100 mph</li> <li>• Racing/Speed contests</li> <li>• Passing a stopped school bus</li> </ul>				

## Accident Reporting

All accidents that occur while on District business, whether in a DOV or an NDOV, shall be reported immediately. Following contact with the police or any emergency personnel, drivers must immediately telephone the District designee to report the accident. A Vehicle Accident Report Form must be completed and provided to the District designee. If there are any injuries, an Injury Report form is completed and submitted to the District designee. If possible after the accident, the reports shall be completed the same day, but no later than the next workday. The District designee shall immediately forward the report(s) to the appropriate District claims administrator(s). Any accident involving a fatality or serious injury must be reported immediately (within six hours of accident) to the District designee, Risk Management, and the Legal Department.

## DMV Financial Responsibility Reports

Within ten days of an accident, every individual driving on approved District business shall file a completed copy of the DMV Financial Responsibility Accident Report with the District designee.

## Sample Form 1 – Volunteer Application

DATE: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

FULL NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

GOV ISSUED ID TYPE: \_\_\_\_\_ ID #: \_\_\_\_\_

NOTIFY IN CASE OF EMERGENCY: \_\_\_\_\_

EMPLOYER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

PERSONAL REFERENCE NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

Are you a new or returning volunteer (circle one)?	New / Returning
Are you also a volunteer at another District school (circle one)?	Yes / No
If yes, indicate the school(s): _____	
Do you plan to drive for a field trip during the school year (circle one)?	Yes / No
If yes, there may be additional forms to complete.	
Do your children attend the District (circle one)?	Yes / No
If yes, list the name(s) of your child(ren): _____	
Do you have any criminal charges pending against you (circle one)?	Yes / No
Have you ever been convicted* of a felony or misdemeanor (circle one)?	Yes / No
Have you ever been convicted* of sex, drug, or weapon-related offense (circle one)?	Yes / No
Are you required to register as a sex offender under Penal Code §290.95 (circle one)?	Yes / No

If "YES" above, please explain: \_\_\_\_\_

\*Conviction - a finding of guilt by a court trial with or without a jury

### Volunteer Acknowledgment

- I understand my volunteer assignments may end if service is unsatisfactory or no longer needed by the District.
- Under California law, I may not volunteer if I am required to register as a sex offender. I agree to have a background check conducted.
- I permit to have my personal and professional references verified. I agree to hold harmless the District and any individuals providing the District with information.
- By signing my name below, I declare under penalty of perjury that all the information on this application is true and correct.
- I have read and agree to follow the "Volunteer Code of Conduct."

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Sample Form 2 – Volunteer Responsibilities

**As a volunteer, I agree to abide by the following responsibilities:**

1. Before volunteering, complete all screening procedures, volunteer orientation, and safety training.
2. Arrive on time and adhere to all school rules.
3. Dress appropriately.
4. Sign in at the main office or the designated sign-in station immediately upon arrival.
5. Visibly wear volunteer identification at all times.
6. Do not bring other children when volunteering.
7. Maintain a drug/smoke/weapon-free campus.
8. Use only adult bathroom facilities.
9. Follow the teacher's lead.
10. Encourage students.
11. Never be alone with individual students.
12. Never transport students.
13. Never contact students outside of school hours, nor exchange telephone numbers, home addresses, e-mail addresses, or any other home directory information.
14. Never disclose, use, or disseminate student photographs or personal information about students, self, or others.
15. Never take or remove supplies or equipment or duplicate software.
16. Report immediately to principal, teachers, and school administrators **any** concerns related to student welfare and safety, including any suspected child abuse.
17. Maintain confidentiality outside of school.
18. I will notify the principal/designee if I am arrested for a misdemeanor or felony sex, drug, or weapon related offense.
19. Report immediately to a staff member if an accident occurs to a child.
20. Always act carefully to avoid injury, including the safe use of equipment. If uncertain of how to use the equipment, ask for instruction. When an injury occurs, report promptly.
21. Do what is in the best personal and educational interest of every child with whom I come into contact.

Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## Sample Form 3 – Use of Personal Vehicle

Print and Complete all Sections

➤ **DRIVER INFORMATION (enclose a copy of your California driver's license):**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

Driver's License (DL) Number: \_\_\_\_\_ DL Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

➤ **VEHICLE INFORMATION (enclose a copy of your current vehicle registration):**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

Vehicle License Number: \_\_\_\_\_ Registration Expiration Date: \_\_\_\_\_

Registered Owner: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

➤ **INSURANCE INFORMATION (enclose a copy of your current policy declarations page):**

Insurance Carrier Name: \_\_\_\_\_

Address: \_\_\_\_\_

Insurance Agent: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Policy Number: \_\_\_\_\_ Effective Dates: \_\_\_\_\_ to \_\_\_\_\_

Limits of Liability\*: \_\_\_\_\_

**\*All persons driving on District business are required to comply with the District's Financial Responsibility requirements of (Insert District Liability Limits).**

### Driver Acknowledgment

- The information provided on this form is true and correct.
- When driving on District business, I will, at all times:
  - Use an approved vehicle to transport students or conduct District business.
  - Possess a valid California driver's license for the class of vehicle driven.
  - Maintain a satisfactory driving record as defined by the District.
  - Maintain current vehicle registration.
  - Maintain the minimum insurance coverage required by the district.
  - Only operate a vehicle in good mechanical condition, during good operational conditions, and equipped with operable seat belts.
  - Never operate a vehicle with a seating capacity higher than ten (10) passengers, including the driver.
- I understand that my vehicle's auto insurance is primary, and the District's auto liability coverage is excess. The District does not provide collision or comprehensive coverage for my vehicle.
- I give my permission to the District to obtain my motor vehicle record from the California Department of Motor Vehicles (DMV).

Print Name

Signature

Date



## **Sample Form 4 – Driver Instructions**

**When using your vehicle to transport students on field trips or other school activity trips:**

- Confirm your vehicle is approved by the District for such purposes and provide a valid driver's license and current automobile insurance at or above the minimum amount required by district policy.
- Drivers may not use a wireless telephone or texting device while operating a vehicle for the transport of students under any circumstances.
- Check the safety of your vehicle: seat belts, tires, brakes, lights, horn, suspension, etc.
- Carry only the number of passengers for which your vehicle was designed.
- Require each passenger to use an appropriate child passenger restraint system (child car seat or booster seat) or safety belt.
- Do not smoke a pipe, cigar, or cigarette in the vehicle or around the students at any time.
- Obey all traffic laws.
- Confirm you have a complete roster of students who will be traveling in your vehicle and district emergency contact information and instructions in your possession.
- Take the most direct route to and from the destination or event without unnecessary stops.

**In case of emergency, keep all students together and call 9-1-1 and the district office at (PHONE NUMBER).**

## School Visitor / Volunteer Log-In Sheet

Date:

All visitors must wear and keep visible the Visitor's Identification Badge while on campus. A person required to register as a sex offender under Penal Code §290 shall not serve as a volunteer or as a nonteaching volunteer aide, not even under the direct supervision of a certificated employee. (Education Code § 35021)

Full Name	Are you a Registrant per Penal Code §290?	Reason for Visit	Time In	Time Out