



DUBLIN SCHOOLS

DUBLIN UNIFIED SCHOOL DISTRICT

7471 Larkdale Avenue, Dublin, CA 94568-1599 • 925-828-2551 • FAX 925-829-6532
Superintendent, Stephen Hanke, Ed.D

Dear School Volunteer:

Volunteers provide key support for our students. Thank you for your interest in volunteering at our school. The Dublin Unified School District has implemented an annual screening process for all that wish to volunteer their services.

The purpose of this annual screening is to ensure that no one working with our children has a record of sexual misconduct, thus providing a safe and positive environment in our classrooms and activities. Once it has been determined that the potential volunteer has not been identified on the Megan's Law list, the principal will approve your request to volunteer.

In order to complete the screening process, we ask that you complete the Volunteer Information form attached or printed on the back of this letter. Please provide the requested information, **attach a copy of your driver's license or CA ID**, and return the completed form to the school secretary. **ALL information on the Volunteer Information form must be completed and signed to be processed.** The information that you provide is considered highly confidential and will only be seen by the school secretary, principal, and human resources staff.

If you are interested in driving on fieldtrips, volunteers will need to submit the following:

- Current proof of insurance
- Documentation of current driving record, i.e. points & accidents. Acceptable documentation:
 - Insurance renewal which indicates driving records (points) or,
 - DMV driving printout report which reflects driving record

Volunteer applicants with a driving record of one point or less will be cleared to drive students.

Thank you for your cooperation, understanding and support of the district's desire to keep our students and schools safe.

Sincerely,

Principal

DUBLIN UNIFIED SCHOOL DISTRICT Volunteer Information Form

California Education Code Section 35021 requires school districts to screen school volunteers. In order to complete the screening, please provide the information requested below.

Name _____
last first middle other name

Address _____ City/Zip _____

Telephone Number _____
Home Work or Cell

Date of Birth _____ Driver's License # _____ or State ID # _____
(attach photocopy) (attach photocopy)

School Site(s) _____ Name of Your Student _____

Teacher(s) Name: _____ (first/last name) _____

EMERGENCY CONTACT

Name _____ Relationship _____ Phone # _____

FOR COLLEGE STUDENT VOLUNTEERS

_____ or _____
 College/University Name College/University ID Verification of Enrollment

REFERENCES (List 2 people who are not related to you who have knowledge of your character or work experience)

Name _____ Position _____ Phone Number _____

Name _____ Position _____ Phone Number _____

I agree and understand that it's my responsibility to notify the school principal of any status change in my driver's license if I volunteer to drive. The approval to volunteer will be based on the clearance of the background check on Megan's Law list and approval of the principal.

Signature _____ Date _____

To be completed by site administrator/designee.

*driving clearance requires submission of valid copy of driver's license, proof of current auto insurance which reflects driving record, i.e. points; OR valid copy of driver's license, proof of insurance and DMV report. Driving records with more than one point will not receive clearance to drive.
 **activity requires livescan fingerprint clearance

Volunteer Assignments: ___ classroom volunteer ___ school activities/fund raisers ___ other: _____
 ___ driver* ___ outdoor ed/overnight**

Certificated Supervisor: _____ Date _____

Principal/Designee _____ Date _____

Cleared to Volunteer Cleared to Drive until _____ Date _____

DUBLIN SCHOOLS

DUBLIN UNIFIED SCHOOL DISTRICT

VOLUNTEER DRIVER TRANSPORTING STUDENTS IN PRIVATELY OWNED CARS ON SCHOOL SPONSORED TRIPS

NAME OF STUDENT OF DRIVER

TEACHER'S NAME

I hereby offer to provide transportation for students of the Dublin Unified School District for one or more school sponsored trips during the school year. In making this offer, I understand the following:

1. The Dublin School District carries liability insurance covering all school-sponsored activities. In the event of a vehicular accident, however, coverage is provided by the volunteer driver's own automobile insurance.
2. The school district does not provide insurance coverage should a vehicular accident occur while a volunteer driver is transporting students.
3. Volunteer drivers must be at least 21 years of age and must possess a current, valid California driver's license to operate this vehicle.
4. Volunteer drivers certify that their vehicle is in safe operating condition.
5. Volunteer drivers must carry minimum liability insurance coverage on their automobile of not less than the following amounts:

| | |
|----------------------|---|
| Bodily injury..... | \$100,000 per occurrence/\$300,000 combined limit |
| Property damage..... | \$ 50,000 |
| Medical payment..... | \$ 5,000 |

6. Volunteer drivers must provide the District with proof of this automobile liability insurance.
7. Volunteer drivers must provide documentation of a current driving record that verifies, if applicable, points or accidents. Acceptable documentation consists of either an insurance renewal which validates a driving record of one point or less or a DMV printout that reflects a driving record of one point or less.
8. Volunteer drivers and/or the owner of the vehicle have primary responsibility for liability. The liability insurance of the volunteer drivers will be deemed the primary liability insurance for claims purposes.
8. Volunteer drivers agree to drive in a safe and cautious manner and to notify the school district immediately in the event of accident or injury of any type.
9. Volunteer drivers shall have a first aid kit in their possession, or immediately available.

10. Volunteer drivers will carry no more passengers than their vehicle is designed to carry. In no case may a volunteer driver carry more than eight passengers plus the driver.
11. All passengers and the driver will wear shoulder restraint seat belts.
12. No driver shall transport on a highway any child in a motor vehicle without properly securing the child in a child passenger restraint system meeting applicable federal motor vehicle safety standards unless the child is at least one of the following:
 - Six years of age or older,
 - Weighs 60 pounds or more.
13. Volunteer drivers with cars having air bags on the passenger side should not have a child under the age of 12 years or under 40 pounds riding in the front seat.
14. Volunteer drivers offering to provide transportation for students for one or more school sponsored field trips during the school year acknowledge their responsibilities as indicated in this notice and will acknowledge receipt by signing and returning a copy of the notice.
15. The District reserves the right to decline offers of assistance from parents, guardians, and other volunteers, including but not limited to driving.
16. Volunteer drivers, by their signature below, waive all claims against the District for injury, accident, illness, or death occurring during or by reason of the field trip.
17. Volunteer drivers shall defend and indemnify the District against all claims, actions, or lawsuits arising out of the negligence of the volunteer driver.

I understand that I am not covered by the Dublin Unified School District's liability insurance policy. I hereby acknowledge I have insurance coverage that meets or exceeds the minimum coverage stated above. I have read, understand, and agree to the District's regulations on both the front and back of this form and have attached to this form the declaration page of my Insurance policy showing the above minimum amounts of insurance coverage and the expiration date of my insurance.

Signature of Vehicle Owner/Driver

Date

Print Name of Vehicle Owner/Driver

Address

Driver's License Number

Exp. Date

Telephone Number

Insurance Carrier

Policy Number