

# **VOLUNTEER PROCEDURES**

## **BACKGROUND**

Volunteers play an important role in the everyday operation of the school and the many facets involved in the effective administration of its programs. An authorized volunteer is a legal agent of the district and can be considered a quasi-employee of the District. Therefore, the District has written policy covering the use, duties and supervision of volunteers.

The Education Code provides that a person may be authorized by the governing board of any school district to serve as a non-teaching volunteer under the immediate supervision and direction of a certificated employee of the district to perform non-instructional work which serves to assist certificated personnel in performance of teaching and administrative responsibilities. Therefore, the volunteer must be an "authorized volunteer."

## **PROCEDURES**

1. The volunteer will be registered with the district. It is important that we know who is on our campus and working with our students. The district's policy regarding fingerprinting, background checks, TB tests and DMV Record will be strictly followed.
2. Volunteers must be under the supervision of certificated employees, or designee's of the district.
3. Volunteers will be provided with instructions on the duties that they are expected to perform for the district. They will be fully apprised on how to perform these duties.
4. Volunteers will be provided with a copy of the district's policy regarding workers compensation coverage. A volunteer who is injured while performing the duties required of him or her by the district will be entitled to workers' compensation benefits.

## **GENERAL LIABILITY**

An authorized volunteer, while performing the duties assigned by the district, is a legal agent of the district. The district is legally liable for the negligent acts of the volunteer which result in injury or damage to property or to others.

## **AUTOMOBILE LIABILITY**

The owner (operator) of a vehicle must carry his/her own liability insurance. Please provide to the school office proof of liability insurance, in the name of the volunteer, for the vehicle that will be driven.