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Statement of.....

## **Policy and Responsibility**

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SUBJECT: SCHOOL VOLUNTEERS

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I. Volunteer Workers

- A. The Board recognizes that students and schools benefit from the services of school volunteers. Therefore, the Board authorizes the District Administration to provide opportunities for schools to receive volunteer services through the PTA, School Community Council, school/business partnerships, and other groups or individuals with an interest in promoting quality education.
- B. Individuals who serve in authorized volunteer programs or who volunteer at the request of a school administrator, teacher, or other employee shall be considered a "Volunteer Government Worker" as defined in Utah Code 67-20.
- C. Volunteers are required to check in at the front office, sign in, and wear appropriate identification.

II. School Programs

- A. The school principal is responsible for volunteer programs at the local school level. The principal can use the services of a school volunteer coordinator as necessary. The principal and/or volunteer coordinator will:
  - 1. Use the volunteer resources available through parent organizations, school partnerships, student volunteers, or other groups or individuals as opportunity allows.
  - 2. Maintain proper records of volunteer services.

III. Background Check

- A. All volunteers are subject to an online database criminal background check.
- B. Each current or prospective volunteer must agree to have his/her fingerprints taken and sign a document of acknowledgment and waiver permitting the District to request a background check and ongoing monitoring of any state or federal criminal history file that the District might deem applicable as a condition of volunteering. Student volunteers under the age of eighteen (18) years are not required to be fingerprinted.

- C. All volunteers who have any unsupervised access to students require a full background check (Utah Code Ann 53A-15-15.) The school incurs the cost of the background check.
- D. The District will review any information received as a result of the background check. Volunteers who have been convicted of a felony or who have a misdemeanor conviction in an area which causes concern for the safety and well-being of children will not be allowed to volunteer. The prospective volunteer shall have opportunity to respond to any information received. In no case will the prospective volunteer be given a copy of the Criminal History Report.
- E. The District shall resolve any request for review by the prospective volunteer through applicable administrative procedures established by the District.
- F. If a current volunteer is dismissed because of information obtained through a background check, the person shall receive written notice of the reasons for dismissal and have an opportunity to respond to the reasons for the dismissal.
- G. Refusal to submit to a background check eliminates the possibility to volunteer.
- H. Any potential volunteer's record that shows a misdemeanor or felony conviction in an area which causes concern for the safety and well-being of students shall not be given significant unsupervised access to students.

#### IV. Volunteer as a Driver of a Private or Rental Vehicle

- A. Volunteers may be asked to drive students as an alternate form of transportation to field trips. When the use of a school bus or insured commercial carrier is not feasible nor practical (as determined by the principal)
- B. In order to drive their personal car, the volunteer driver must complete the following steps:
  - 1. The driver must be at least 25 years of age and must be the parent/guardian of the student participating in the activity,
  - 2. Fill out the Adult Driver of Private or Rental Vehicle Transportation Form
  - 3. Complete a background check as stated above (results must be received before the volunteer may drive).
  - 4. Provide a copy of a valid Utah Driver's License.
  - 5. Provide proof of liability insurance coverage on the vehicle being driven.
  - 6. The vehicle must have current vehicle registration data.
  - 7. The vehicle must have operable seat belts for each passenger.
  - 8. The driver may not transport students if he or she has had a conviction in the past 10 years for an alcohol or drug related driving violation;
  - 9. The driver must review the USOE Risk Management Defensive Driver test and complete the online test with a passing score. The certificate must be printed and submitted to the principal.
- C. Parents must be informed and give written consent for their students to be transported by adult drivers of private or rental vehicles.