

**Turlock Unified School District Volunteer Screening Procedures**  
**Level I, Level II, and Level III Volunteers**

**Level I Volunteers**

Level I volunteers are defined as volunteers who are supervised by a TUSD employee and have:

1. Permission to observe only; or
2. Direct student contact for one (1) hour or less per month; or
3. Intermittent (no more than 4 times per year) student contact for classroom presentations, fund raising, and supporting special events.

Procedures for Level I volunteers are as follows:

1. Sign in at the school office; tuberculosis testing or a background check is not required.

**Level II Volunteers**

Level II volunteers are defined as volunteers who are supervised by a TUSD employee and have:

1. More than one (1) hour of direct student contact; or
2. Ongoing small group contact with students; or
3. Weekly student contact by assisting in classrooms or chaperoning a study trip; or
4. Completed driving requirements and are transporting our students.

Procedures for Level II volunteers are as follows:

1. Complete a volunteer application;
2. Provide a photo ID to be copied;
3. Obtain Tuberculosis (TB) clearance through screening;
4. Have the site administration conduct a background check through the Megan's Law website;
5. Obtain clearance through Department of Motor Vehicle (DMV) driving record check or request the site secretary to email the Director of Transportation their full name and driver's license number to obtain this record (applicable only for volunteers with driving responsibilities); and
6. Sign in at the school office.

**Level III Volunteers**

Level III volunteers are defined as volunteers who have:

1. Unsupervised direct contact with students (i.e. youth ministers, interns-special education, counseling, overnight school sponsored events).

Procedures for Level III volunteers are as follows:

1. Complete a volunteer application;
2. Provide a photo ID to be copied;
3. Obtain Tuberculosis (TB) clearance through screening;
4. Obtain a Fingerprint Request Form from the school site;
5. Complete paperwork and pay fees for Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background check;
6. Complete online Mandated Reporter training as directed by the Human Resources office; and
7. Check in per site procedures.

*TUSD site administrators are ultimately responsible for determining and completing the appropriate level of screening for school volunteers at the school sites.*

**Notes**

1. TUSD employees who are volunteering do not need to go through the volunteer application process. The site only needs to verify their employment with the Human Resources office. However, if they are driving, they do need to complete the driving portion of the process.
2. TUSD students who are volunteering (i.e. ROP) do not need to go through the volunteer application process.
3. CSUS students need to follow the separate procedure which has been established for them.
4. Walk-on-Coaches need to follow the separate procedure which has been established for them.
5. Drivers cannot bring their own adult passengers (i.e. spouse, friend) when transporting students unless this passenger has been through the TUSD volunteer process. Minors are ok.



**Turlock Unified School District**

**Human Resources**

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Dear Volunteer Applicant,

We are extremely pleased that you are volunteering to assist our Turlock Unified School District students. Your time, energy and commitment are greatly appreciated.

Attached is an application you must complete in order to serve as a volunteer in our district. You will need to provide current proof of tuberculosis (TB) clearance and a copy of your driver's license. In addition, volunteer drivers must first obtain a DMV printout (H6) for review by the site administrator.

Please return the completed application to each school site in which you would like to volunteer. Once the Principal has reviewed the application and completed the screening through the Megan's Law website, you will be contacted by the school site. We look forward to working with you as a Turlock Unified School District volunteer.

Again, thank you and welcome!

Human Resources Department



Turlock Unified School District

# SITE VOLUNTEER APPLICATION

BRN CRW CUN DMS eCAD ERL JUL  
MED OSB PHS RHS THS TJHS WAK WAL

FULL LEGAL NAME: \_\_\_\_\_  
Last First Middle Name Maiden Name/Alias

CURRENT TUSD EMPLOYEE: YES  NO  TEACHER'S NAME: \_\_\_\_\_

STUDENT'S NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

ORGANIZATION NAME/PHONE (if applicable): \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_  
Street Number City State Zip Code

MAILING ADDRESS (if different): \_\_\_\_\_  
Street Number City State Zip Code

DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_ DRIVERS LICENSE NUMBER: \_\_\_\_\_ STATE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ ALTERNATE CONTACT NUMBER: \_\_\_\_\_

E-MAIL ADDRESS (Optional): \_\_\_\_\_

IN THE EVENT OF AN EMERGENCY, CONTACT: \_\_\_\_\_  
Name Relationship Phone Number

Date/Times Available to Volunteer: MON  TUES  WED  THU  FRI  SAT  AM  PM

I am available to volunteer as: \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor, or do you currently have a felony or misdemeanor charge pending? Convictions include a plea of guilty, nolo contendere (no contest) and/or a finding of guilty by a judge or a jury. (Note: Exclude convictions for marijuana-related offenses if more than two years old).  YES  NO

If "Yes," list all convictions including, but not limited to convictions for "driving under the influence," and convictions for sex and/or drug offenses listed in California Education Code Sections 44010 and 44011, except for convictions related to marijuana if it is more than two year after the date of the conviction. Include any serious or violent felony convictions in any state or jurisdiction as enumerated in California Penal Code section 667.6© and 1192.7©.

By submitting my application and in accordance with California Education Code Section 35021.1, I hereby authorize the school to conduct a background investigation and authorize release of information in connection with my application for volunteer status. In signing below, I affirm that the information provided in this application is true and correct to the best of my knowledge. Any falsification on this application may result in denial or revocation of my volunteer relationship. I have read and agree to the Board Policies listed on the back side of this application.

**Please submit an application to each site in which you would like to volunteer.**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**THIS SECTION TO BE COMPLETED BY TUSD**

\*TB Test Exp: \_\_\_\_\_ Photo ID Copied: \_\_\_\_\_ DMV: \_\_\_\_\_ Fingerprints: \_\_\_\_\_ Megan's Law: \_\_\_\_\_ Notification: \_\_\_\_\_  
Date mm/dd/yyyy Date mm/dd/yyyy Date mm/dd/yyyy Date mm/dd/yyyy Date mm/dd/yyyy Date mm/dd/yyyy

APPROVED FOR: \_\_\_\_\_ - \_\_\_\_\_ LEVEL: II III APPROVED BY: \_\_\_\_\_ / \_\_\_\_\_  
School Year Site Administrator's Signature Date

**Site administrators have the right to make final approval for all volunteers.**

\*Copy to Human Resources

Please read and initial below.

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## **STATEMENT OF CONFIDENTIALITY FOR SCHOOL VOLUNTEERS**

All school volunteers are expected to maintain confidentiality while working in the school. I understand that in the course of volunteering at a school site that I share the responsibility of maintaining the confidentiality of any employee or student information that may be available to me. I further understand that I am not to discuss academic or other confidential information regarding students or employees with anyone. Any breach of confidentiality will be carefully reviewed and may result in termination of volunteer involvement with the school.

## **TURLOCK UNIFIED SCHOOL DISTRICT BOARD POLICIES**

*Related to Volunteer Services*

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### **1240 (a) VOLUNTEER ASSISTANCE**

The Superintendent or designee shall develop and implement a plan of recruiting, screening, and placing volunteers, including strategies for reaching underrepresented groups of parents/guardians and community members. He/she may also recruit community members to serve as mentors and/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 to protect the safety of students and adults. These procedures shall include laws related to tuberculosis testing and may also include laws related to criminal record checks.

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### **54145.7 SEXUAL HARASSMENT – STUDENTS**

The Board of Trustees is committed to maintaining an educational environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students by other students, employees, or other persons, at school or at school-sponsored or school-related activities. The Board also prohibits retaliatory behavior or action against persons who complain, testify, assist, or otherwise participate in the district complaint process.

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### **3513.3 TOBACCO-FREE SCHOOLS**

The Board of Trustees recognizes the health hazards associated with smoking and the use of tobacco products, including the breathing of second-hand smoke, and desires to provide a healthy environment for student and staff.

The Board prohibits the use of tobacco products at any time in district-owned or leased building, on district property and in district vehicles. (Health and Safety Code 104420; Labor Code 6404.5; 20 USC 6083).

This prohibition applies to all employees, students, and visitors at any instructional program, activity or athletic event.

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### **ACKNOWLEDGEMENT REGARDING CHILD ABUSE**

Section 11166 of the Penal Code requires any child care custodian, medical practitioner, nonmedical practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.



**TUBERCULOSIS CLEARANCE FOR VOLUNTEER APPLICANTS**

One of the requirements to become a Level II/III Volunteer is to provide proof of a tuberculosis clearance. This clearance shall consist of an approved intradermal tuberculin test, which if positive, shall be followed by an x-ray of the lungs. Intradermal tests and x-rays are valid for 4 years, unless notified by Human Resources. All tests are done at the volunteer's expense. You may choose to see your own physician or visit the following facility:

Same Day Care at Family Medical Group  
911 East Tuolumne Road, Turlock  
209-668-4104

Testing: Monday-Friday 8:00 a.m. – 6:30 p.m. (closed between noon and 1:00)  
Saturday 9:00 a.m. – 3:00 p.m.  
Sunday 12 noon – 4:00 p.m.  
(No appointment necessary.)

**Turlock Unified School District  
VOLUNTEER DRIVER STATEMENT**

**Complete this section to drive personal vehicle:**

Licensed drivers must be at least 21 years of age. (*Attach a copy of valid Driver's License.*)

	<u>Name (Please print)</u>	<u>Driver's License #</u>	<u>Expiration Date</u>
Driver			

**Complete this section if driving personal vehicle:**

	<u>Make/Model of Car</u>	<u>License #</u>	<u>Passenger Design Capacity</u>
Vehicle			

I certify that the above described vehicles are covered by the following insurance:  
(*Attach a copy of insurance policy showing minimum coverage required as listed below.*)

Name of Insurance Company	
Public Liability (limits of coverage)	Minimum - \$100,000 per person/\$300,000 per occurrence
Property Damage (limits of coverage)	Minimum - \$25,000
Medical (limits of coverage)	Minimum - \$5,000
Expiration date of insurance policy:	

NOTE: Uninsured motorist coverage is recommended. I further certify that vehicle is equipped with safety restraints.

**Driver Statement**

I certify that I have not been convicted of reckless driving or driving under the influence of drugs or alcohol within the past five years and that all information given on this statement is true and correct. I understand that if an accident occurs, my insurance coverage shall bear primary responsibility for any losses or claims for damages.

I certify that I have received and will abide by the driver instructions provided by the district.

<b>SIGNATURE</b> _____	<b>Date</b> _____	<b>Phone</b> _____
<b>(Registered Owner)</b>		

**For Office Use Only**

**Check appropriate boxes:**

<input type="checkbox"/>	Auto is designed for no more than 10, including driver.
<input type="checkbox"/>	Proof of insurance has been presented.
<input type="checkbox"/>	Proof of valid driver's license(s) has been presented.

**Driving for the following groups/activities:**


Approved _____	Principal or Assistant _____
Principal/Student Services	Date

**REMEMBER:** Photo copy of **Driver's license must be attached.** Attach proof of **minimum insurance coverage if driving personal vehicle.** Turn forms in to **School Office/Student Activities Center.**

## **TRANSPORTATION FOR SCHOOL ACTIVITIES**

### **INSTRUCTIONS TO DRIVERS**

The following is a list of instructions for volunteers who use their cars or other vehicles to transport other students on field trips, or to and from school events:

1. You must have a valid driver's license and be 21 years of age or older.
2. Check safety of the vehicle - tires, brakes, lights, horn, suspension, seat belts.
3. Check the adequacy of your liability insurance. You are liable in the event of accident, injury, or death resulting from such use of your vehicle. State law states that "all persons making any field trip or excursion shall be deemed to have waived all claims against the district (or its employees) or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion." (Ed Code 35330).
4. Vehicles volunteered cannot be designed to carry more than ten (10) persons, including the driver (VC 545) (Ed Code 39830). The number of occupants in a sedan, passenger vehicle, station wagon, or van, including driver, may not exceed what the vehicle was designed to carry. Each passenger is required to use a safety restraint system or safety belt in accordance with law.
5. Motor homes may not be used to transport students, unless specifically authorized by the administration. Open Jeep type vehicles may not be used. Students are expressly forbidden to rider in the cargo area of pickups or motor trucks, whether or not these areas are enclosed by camper shells or other protective covering.
6. Do not smoke a pipe, cigar or cigarette while there are minors in the vehicle, as required by law (Health & Safety Code 118947-118949).
7. Obey all traffic laws.
8. Follow the safest, most direct route, avoid unnecessary stops.
9. Travel caravan style if more than one vehicle is used for the trip.
10. In the event of an accident, notify the Turlock Police Department and request that the Principal be contacted by them, in addition to normal procedures.