



Ojai Unified School District

414 East Ojai Avenue, P.O. Box 878, Ojai, CA 93024
(805) 640-4300 • Fax (805) 640-4419 • www.ojaiusd.org

Rules and Expectations for Volunteers

It is the desire of the Ojai Unified School District to provide the highest quality services available to our students. Our commitment as an organization is to create an environment for students that is safe, nurturing, empowering, and which promotes growth and success for the students who attend our schools. Volunteers are an integral part of the educational experience, and are expected to follow these guidelines at all times when working with students, staff and other volunteers:

1. The District is committed to equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.
2. Students, staff and volunteers will be treated fairly and with respect at all times.
3. Volunteers will not swear or tell off-color jokes.
4. Volunteers are expected to maintain confidentiality and abstain from complaints or personal judgments about specific students, staff or volunteers.
5. Volunteers will not discuss with students their sexual encounters or involve them in their personal problems or issues.
6. Volunteers will not use or be under the influence of alcohol or illegal substances.
7. Volunteers will not have sexually oriented materials, including printed or Internet pornography, in the presence of students.
8. Volunteers will not have secrets with students.
9. Volunteers will dress conservatively and avoid wearing provocative or revealing attire.
10. Volunteers will not stare or comment on a student's body.
11. Volunteers will adhere to uniform standards of affection and shall avoid affection that cannot be observed.
12. Volunteers shall not abuse students in any way including the following:
 - a. Physical abuse: hitting, spanking, shaking, slapping, using unnecessary restraints
 - b. Verbal abuse: degrade, threaten, curse
 - c. Sexual abuse: inappropriate touching, exposing oneself, sexually oriented conversations
 - d. Mental abuse: shaming, humiliation, cruelty
 - e. Neglect: withholding food, water, shelter
13. Volunteers will report concerns or complaints regarding staff or students to the Superintendent who may be reached at (805) 640-4300 x 1011.
14. Volunteers for the Ojai Unified School District may not have engaged in or have been convicted of child abuse or indecency with a minor. **A Megan's Law screening will be performed on the California Department of Justice sex offender locator site.**
15. Volunteers who have been convicted of any crime or are awaiting trial for any crime will be given an additional, confidential disclosure form to complete.

Acknowledgement of District Policies Regarding Abuse - Abuse of any type will not be tolerated. Ojai Unified School District will cooperate with law enforcement and other public agencies if allegations of abuse are made and investigated.

By signing below, I formally acknowledge and agree to the following:

1. I have not perpetrated physical abuse, sexual abuse, emotional abuse, or neglect against a child or an adult, nor have I ever been convicted of these acts. **I understand and agree to a Megan's Law screening as described in Section 14 above.**
2. I have read, understand, and agree to comply with the Ojai Unified School District Volunteer Rules and Expectations as outlined above.
3. I will cooperate with any investigation of a possible violation of policies and rules by providing complete and truthful information in an oral and/or written statement.
4. I understand that a record of my acknowledgement of these policies will be kept on file by the Ojai Unified School District.

CONDITIONS:

- 1) All volunteers performing tasks must have approval of the Ojai Unified School District
- 2) All accidents/injuries must be reported immediately to the supervisor of the volunteer.
- 3) The volunteer does not have the legal right or responsibility to act on behalf of an assigned certificated staff member on instructional matters.
- 4) Volunteers are to refer all discipline situations or problems to staff.
- 5) Approved volunteers are not employees of the Ojai Unified School District and are not entitled to medical insurance or other benefits provided to employees of the Ojai Unified School District.
- 6) List any physical limitation you may have which you feel might be aggravated or would limit your ability to perform the above stated type of work: _____

I HAVE READ THE ABOVE INFORMATION AND AGREE TO THE CONDITIONS SET FORTH BY THE OJAI UNIFIED SCHOOL DISTRICT. I certify that all statements made on this registration form and any attachments are true and complete to the best of my knowledge, and authorize investigation of all statements herein recorded.

Signature

Date

Please Print Name

School Site

Other Names you have used: _____

Please provide a copy of your Driver's License or other picture identification card

Current Address: _____

Former Address, if less than one year at current address: _____

Have you ever been convicted or are you awaiting trial for any crime? Yes No

If your response is YES, please see School Office Manager for disclosure form

For Site Staff ONLY:

To access information, go to <http://www.meganslaw.ca.gov> and click on "enter locator site"

School Site: _____

DOJ screening date: _____

Initials: _____

Original copy to be retained at the school site for one year. A new form is required for each school year.

VOLUNTEER INFORMATION FORM

This form must be completed for all volunteers of the Ojai Unified School District.

Please note: (1) Volunteer help is defined as those in positions in which adults are performing duties without compensation. For example, chaperones, classroom aides, advisors, etc. (2) a new form must be submitted if the volunteer's services change substantially or if the volunteer's physical limitation change significantly.

School / Program: _____

Name of Student: _____ Teacher: _____

Name of Volunteer: _____

Home Address: _____

Cell: _____ Home Phone: _____

Type of work to be performed: _____

Under the direct supervision of: _____

Dates or days work will be performed: _____

CONDITIONS:

- 1) All volunteers performing tasks must have approval of the Ojai Unified School District
- 2) All accidents/injuries must be reported immediately to the supervisor of the volunteer.
- 3) The volunteer does not have the legal right or responsibility to act on behalf of an assigned certificated staff member on instructional matters.
- 4) Volunteers are to refer all discipline situations or problems to staff.
- 5) Approved volunteers are not employees of the Ojai Unified School District and are not entitled to medical insurance or other benefits provided to employees of the Ojai Unified School District.
- 6) List any physical limitation you may have which you feel might be aggravated or would limit your ability to perform the above stated type of work: _____

Have you ever been convicted or are you awaiting trial for any crime? Yes No

If your response is YES, please see School Office Manager for disclosure form

Identification: Attach a copy of your Driver's License or other picture identification card.

I HAVE READ THE ABOVE INFORMATION AND AGREE TO THE CONDITIONS SET FORTH BY THE OJAI UNIFIED SCHOOL DISTRICT. I certify that all statements made on this registration form and any attachments are true and complete to the best of my knowledge, and authorize investigation of all statements herein recorded.

Volunteer Signature: _____ Date _____

OUSD Employee-Supervisor Signature: _____ Date _____

OUSD Administrator Signature: _____ Date _____

PERSONAL VEHICLE USE REGISTRATION FORM

VEHICLE USE

District Ojai Unified School District	Destination Approved School Activities
Start Date	End Date

DRIVER

Driver Name	Birth Date
Street Address	Telephone #
Driver License #	Expiration Date
Driving Restrictions	

VEHICLE

Year/Make of Auto	Model	Vehicle License #
Insurance Carrier	Agent	Telephone #
Policy Number	Policy Expiration Date	Assigned Risk Policy? <input type="checkbox"/> Yes <input type="checkbox"/> No
Public Liability (Each Person) \$	Public Liability (Each Accident) \$	Property Damage \$

ACKNOWLEDGEMENT

I certify the above information is correct and the insurance coverage is in force. I understand I must have liability insurance coverage in force and agree to advise the District, in writing, of any changes in the above information. I further certify that the above vehicle is mechanically safe, and that I have read and understand the District Personal Vehicle Use Policy.

Driver Signature

Date

NOTE: If you drive your personal automobile while on District business and you are involved in an accident, by law your liability insurance policy is used first. The District liability policy would be used only after your policy limits have been exceeded. The District does not cover, nor is it responsible for, comprehensive and collision coverage to your vehicle.

SCHOOL/SITE APPROVAL

I have read the above and approve the use of this vehicle for the purpose stated.

School/Site Administrator

Date

PERSONAL VEHICLE USE INSTRUCTIONS

Drivers and private vehicles being operated for District purposes must meet or exceed the following guidelines:

1. All drivers, employees and volunteers, must be approved by the School or Site administrator.
2. Each driver must:
 - a. Possess a valid driver license.
 - b. Be at least 21 years of age
3. Use of appropriate Vehicle Form must be completed and on file before each trip is taken.
 - a. District employees must complete a new form at the beginning of each semester.
 - b. Proof of insurance must be attached to this form.
 - c. A copy of a valid driver license must be attached to this form.
4. The driver must own the vehicle in use, unless the vehicle is rented.
5. All drivers will enforce reasonable travel speed in accordance with federal, state, and local laws in all motor vehicles.
6. No adult may smoke or otherwise use tobacco products, alcohol, or drugs while there are minors in the vehicle.
7. Prior to departure, the driver shall be instructed as follows:
 - a. Inspect the vehicle for safety: tires, brakes, lights, horn, etc.
 - b. Follow and enforce all safety recommendations of the vehicle manufacturer.
 - c. Follow the most direct route, and avoid unnecessary stops.
 - d. Do not carry non-District personnel, non-students, or other “guests” as passengers.
8. The vehicle must not be designed, used, or maintained to carry more than 10 passengers including the driver. Otherwise, a commercial driver license is required, and the vehicle must be a school bus or student pupil activity bus as defined in the Vehicle Code.
9. In no case shall the number of passengers, including driver, exceed the number of available seat belts.
 - a. Drivers must ensure that required seat belts and/or child passenger restraint systems are properly used. Child passenger restraint systems are required for children under eight (8) years of age *or* under 4 feet, 9 inches in height.
 - b. All passengers eight (8) years of age and older must wear his/her own seat belt. Seat belts are not to be shared.
 - c. Passengers will only ride in the cab if trucks are used.
10. All vehicles must be covered by liability insurance. Minimum liability insurance coverage limits are:
Each Person: \$100,000 Each Accident: \$300,000
11. The site administrator/program director or designee must approve in advance trip routes to points outside of the District in excess of ten (10) miles.
12. The limit on the distance of transporting students in private vehicles shall be a radius of _____ miles.
13. Use of personal vehicles where hazardous road conditions exist is prohibited. This includes hazardous conditions declared by California Highway Patrol, or other City, County, State, or Federal agencies authorized to monitor road conditions.