



SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
699 Old Orchard Drive, Danville, CA 94526

VOLUNTEER/DRIVER/CHAPERONE Protocols and Procedures

Dear School Volunteer/Driver/Chaperone:

Thank you for your interest in volunteering, driving, and/or chaperoning at our school. Volunteers, drivers, and chaperones are an integral aspect of a great school/district, we appreciate your support. The San Ramon Valley Unified School District (SRVUSD) has instituted the following guidelines for all who wish to volunteer, drive and/or chaperone their time at our schools. This includes field trips, classroom and office support, library support and any other support that may involve direct contact with students at a school or school activity.

Below are the procedural requirements for becoming a volunteer, driver and/or chaperone in the SRVUSD and the responsibilities that are a part of this role. Utilizing these mandatory guidelines will help to make this experience successful and rewarding:

Volunteer Types - There are three types of volunteers in the SRVUSD (*All chaperones and drivers must be 25 years old*):

- ◆ **Level 1. Classroom Aides and other on-campus school volunteers** – This is the most basic level, and includes completions of the [Volunteer Online Application](#) and a search of the Sex Offender Registry. This level of clearance will allow you to act as a volunteer in classrooms, support campus activities and chaperone day field trips (as a non-driver). *Clearance takes up to 48 hours.*
- ◆ **Level 2. Field Trip Drivers:** At this level, the District will obtain a 10-year driving history and DMV “Pull Notification” (“Pull Notification” allows the District to be notified any time there is a reportable traffic violation or incident that is registered with the Department of Motor Vehicles). Also includes completions of the [Volunteer Online Application](#), and a search of the Sex Offender Registry. This level of clearance will allow you to transport students as a driver for field trips, extra-curricular activities and athletic events. *Clearance for this level could take up to 10 days.*
- ◆ **Field Trip Drivers – Overnight Chaperones:** The District will be conducting background clearances on all Overnight Field Trip volunteer applicants. This is the most stringent level of clearance, and all volunteers who wish to chaperone on an overnight trip will be required to go through this process. It includes criminal background clearance through the FBI and Department of Justice. For additional requirements for chaperones who are also driving on a trip, see Level 2 above. This level of clearance will allow you to act as a chaperone for overnight field trips and activities. *Clearance for this level could take approximately 45 days.*

Please review both sides of this two-sided document.

Procedures:

- ◆ All volunteers, drivers, and/or chaperones must register through the district's online volunteer management system, [Be A Mentor](#).
- ◆ All volunteers, drivers, and/or chaperones will check in at the office and wear a school-issued badge before going onto campus.
- ◆ All volunteers, drivers, and/or chaperones are expected to engage and model safe behaviors, practice professionalism and observe all laws and regulations (please arrive on time, drive with care, silence cell phones, dress appropriately, etc.).
- ◆ All volunteers must meet with the school administrator or designee in charge of the trip to review policies and procedures that are specific to the trip being taken.
- ◆ In order to ensure safety and minimize distractions to the learning environment, please do not bring pets (except service animals), infants or non-school-age children to school with you when you are volunteering. Please make arrangements for off-campus child care.
- ◆ All volunteers, drivers, and/or chaperones are to use staff restrooms only.
- ◆ Confidentiality of information obtained through your volunteer efforts must remain confidential.
- ◆ Respect the privacy of everyone in the classroom. This includes materials you may see on the students' or teachers' desks (i.e. test scores, graded papers, notes, etc.).
- ◆ When addressing student behavior: ask politely twice, then inform the teacher.
- ◆ All volunteers, drivers, and/or chaperones shall not consume or have in their immediate possession the following items at any point during a school-sponsored trip or field trip:
 - alcoholic beverages
 - tobacco-based products
 - e-cigarettes
 - intoxicants of any sort
- ◆ The school reserves the right to revoke volunteer privileges at any time.

Thank you for your willingness to help enrich the learning experiences of all of our students. Adherence to these guidelines will help ensure that all students learn in a safe, secure learning environment and that your volunteer experience is as rewarding as possible.

Please review both sides of this two-sided document.