

**NUMBER:** 2.2

**EFFECTIVE DATE:** 4/10/14

**PAGES:** 2

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**SECTION:** Operations

**SUBJECT:** Volunteers

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**REPLACES:** N/A

**REVISION NUMBER/DATE:** N/A

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The Board of Directors recognizes the important role that volunteers play in making our school a success. All volunteers in our schools are required to check in with the administration of the school when entering the school campus.

- A. All volunteer applicants must complete an application at a school and must receive clearance from the School Leader before beginning work in a school as a volunteer.
- B. A criminal background check is required of all volunteers.
- C. Volunteer applicants with a criminal history may not be approved for clearance. No individual will be given clearance to volunteer in the school if he/she is a registered sex offender. In addition, a volunteer applicant may be otherwise denied when it is in the best interest of the school.
- E. A volunteer applicant who will transport students in a vehicle must hold a valid driver's license and have proof of insurance. Volunteer applicants with a prior driving record that demonstrates a risk to the safety or well being of students will not be approved for transporting students.
- F. Volunteers who are transporting students for school-sponsored activities or field trips will be held responsible for injuries to students and others. Before transporting any student in a privately owned vehicle, a volunteer must complete "Notice to Volunteer Drivers" which certifies that his/her vehicle is covered by insurance as required by North Carolina state law.
- G. Volunteers must comply with all policies of the Board. In addition, all volunteers must understand the expectations of the school program, the issue of confidentiality, and any special procedures required by the school or the event.
- H. If the decision is to deny clearance, the volunteer applicant will be notified by letter, which gives reasons for the denial and describes appeal procedures. The applicant has 14 days from the date of the letter to appeal the decision and/or to provide any corrections to the information used to make the determination.
- I. A volunteer may be removed from service at any time based on the best interests of the school.

# NOTICE TO VOLUNTEER DRIVERS

## SCHOOL TRIPS OR ATHLETIC EVENTS

DESTINATION/NATURE OF THE ACTIVITY \_\_\_\_\_

DATE(S) OF TRIP \_\_\_\_\_

NAME OF TEACHER/SUPERVISOR \_\_\_\_\_

A school trip is defined as a student or a group of students leaving a school campus under the sponsorship of the school and under supervision of school employee(s) to extend educational experiences consistent with the general goals and objectives of the total school program. A school trip must be related to the curriculum of the school or to a co-curricular activity (e.g., clubs, student council). Any trip made by school students which has not been approved by the board and school administration shall not be considered to be a school trip as herein defined.

### Transportation for School Trips and Athletic Events

If student transportation is by a RAM Academy owned vehicle, the school vehicle liability coverage is applicable to any vehicular accident.

***If student transportation is by a private vehicle, the vehicle owner's liability coverage is applicable to any vehicular accident.***

Parent or adult drivers should be aware that they may be held responsible for injuries to any individuals they are transporting and must certify that any private vehicle used is covered by at least the North Carolina State required insurance coverage.

I have read the above statements regarding accident insurance coverage on RAM Academy school trips or athletic events. I also understand that I, or the owner of the vehicle being driven by me on this trip, may be responsible for injuries that occur to the individuals being transported. In the event that I am using a privately owned vehicle for transportation on this trip, I certify that the vehicle is covered by insurance as required by North Carolina State Law. I further certify that I have a current operator's license that has not been suspended or revoked for any reason, which authorizes me to drive the vehicle being used in the state of North Carolina and that I have not been charged or convicted of any motor vehicle violations, other than minor traffic violations, within the past 5 years.

\_\_\_\_\_  
DRIVER'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
VEHICLE OWNER'S INSURANCE COMPANY

\_\_\_\_\_  
POLICY NUMBER