

>> Check here if this is updated:

Insurance Info \_\_\_\_\_

Driver's License Info \_\_\_\_\_

# PAJARO VALLEY UNIFIED SCHOOL DISTRICT VOLUNTEER DRIVER INFORMATION

For Volunteers Who Drive Students to School Sponsored Activities

School: Diamond Technology Teacher: Keller Date: 21/22 SY  
Student: Mentees Insurance Expiration \_\_\_\_\_

In order to provide your children maximum safety conditions, it is necessary to obtain the following information. Please fill out form, supply with requested information, sign and date. Please submit this form to Risk Management no later than ten (10) days prior to field trip.

- \*A Volunteer Driver Form must be filled out for each update of insurance/Driver License.
- \*A copy of "Proof of Insurance", with minimum liability coverage and expiration dates.
- \*A copy of a valid California Driver's License attached.

As a volunteer driver I certify:

- I hold a valid California Driver's License.
- I carry automobile liability insurance with the following minimum liability coverage:  
\$15,000 per person/\$30,000 per accident  
\$5,000 Property Damage

District recommends drivers carry higher than state minimum limits noted above as well as auto medical


- To the best of my knowledge, my vehicle is mechanically sound.
- I have taken all reasonable precautions in order to ensure the safety of the students.
- I have not received a moving violation in the past 12 (twelve) months.
- Each student who rides in my vehicle will be provided and required to wear a seat belt.
- A booster seat will be used for all students under 8 (eight) years in compliance with the new California Vehicle Law SB 929, January 1, 2012.
- No student will drive him/herself or other students.
- I am aware that *all volunteer drivers must be 21 (twenty-one) years of age or older.*
- In case of an accident where I am responsible, it is understood that my insurance will be used first with Pajaro Valley Unified School District (PVUSD) insurance used second.
- If above conditions change and/or cannot be met, I will no longer participate as a volunteer driver until the requirements can be met.
- I understand and agree that each driver's record is subject to review by authorized district personnel, up to and including DMV records.

PVUSD prefers that students under the age of 12 sit in rear seats, especially when the vehicle is equipped with a passenger-side airbag. Statistics indicate children are safer in rear seats.

Driver's Name: \_\_\_\_\_ Driver Lic. Expiration \_\_\_\_\_  
Please print

Driver's Address: \_\_\_\_\_  
Street City State Zip Code

Driver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature:  \_\_\_\_\_ Date: 21/22 School Year

PLEASE RETURN THIS FORM TO YOUR SCHOOL OFFICE. ATTACH PROOF OF THE ABOVE MINIMUM LIABILITY INSURANCE COVERAGE AND A COPY OF YOUR CURRENT DRIVERS LICENSE.



**P**AJARO VALLEY UNIFIED SCHOOL DISTRICT  
 Human Resources Department  
 294 Green Valley Rd. • Watsonville, CA 95076  
 Phone (831) 786-2145 • Fax (831) 761-6018 • web site: www.pvUSD.net

July 23, 2018

*\* Prior to fingerprinting, please complete TB exam or bring valid TB proof.*

Human Resources

Dear Administrators and Office Managers:

Fingerprinting hours in the Human Resources office will be as follows:

**Monday-Friday: 8:00am – 4:00pm**

The Volunteer Form is attached. The following steps must be followed in order to process a volunteer.

1. Have volunteer complete this form and get signature from the school site administrator.
2. Send completed forms electronically to Elizabeth Orozco (elizabeth\_orozco@pvUSD.net), via FAX 831-761-6018, or volunteer may bring the form to Human Resources in person (**volunteer form MUST be signed by a site administrator, so we know the site has authorized the volunteer assignment**). Notify Human Resources if you have fingerprinted with PVUSD.
3. Human Resources will notify the volunteer by phone or email to come to Human Resources to be fingerprinted for volunteer service.
4. When volunteer comes to Human Resources to be fingerprinted they **must bring an acceptable form of photo ID (see below) and TB clearance**. HR will not fingerprint volunteers without proper identification, TB clearance and the site administrator's signature.

**Acceptable primary forms of photo identification include the following:**

- Valid California Driver's license
- Valid Department of Motor Vehicles Identification Card
- Valid Out-of State Driver's License

(Please contact Human Resources for questions regarding secondary forms of acceptable IDs.)

5. HR will contact school office managers and principals when fingerprints clear. Principals are notified if the volunteer does not pass the background check. This information is confidential and is not shared with any departments or administrators.

**Volunteer may not begin service until they have been cleared by Human Resources.**

Sincerely,

Pam Shanks  
 Director, Classified Human Resources

Superintendent  
 Dr. Michelle  
 Rodriguez

Dr. Chona Killeen  
 Assistant  
 Superintendent  
 Human Resources

Human Resources  
 Directors

Alison Niizawa

&

Pam Shanks



# PAJARO VALLEY UNIFIED SCHOOL DISTRICT

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## VOLUNTEER SERVICE REQUEST

Pajaro Valley Unified School District actively encourages parent involvement in ongoing activities at the site and district levels. Our goal is to make school participation frequent and high quality. Children benefit from the active inclusion of parents during their school day and during extracurricular activities.

California state law requires District employees, prospective employees and independent contractors to undergo background checks to ensure that such persons have not been convicted of serious or violent felonies. To protect the safety of its students, the District requires a similar background check before allowing volunteers to have routine contact with students.

I authorize the Pajaro Valley Unified School District to conduct a background investigation through the California Department of Justice and/or the Federal Bureau of Investigation and authorize release of information in connection with my application for volunteer service. I waive the right of access to any such information and without limitation hereby release the Pajaro Valley Unified School District and the reference source from any liability in connection with its release or use.

### VOLUNTEER INFO

(Please Print Clearly)

XXX-XX-

FULL LEGAL NAME

LAST 4 SSN

ADDRESS

CITY, STATE ZIP CODE

HOME/CELL PHONE

EMAIL ADDRESS

What volunteer services will you be performing?

Mentoring

Diamond Technology Institute

SCHOOL SITE/DEPT.

How often will you be volunteering?

Every Day

\_\_\_\_\_ Times per week

One time Chaperone for field trip

\_\_\_\_\_ Times per month

Overnight field trip? Yes  No

Other

8-10 times for 21/22 School Year

Volunteer Signature

Date

**(By signing, I understand that the background check must be completed before volunteer service begins.)**

21/22 SY

Site Administrator Signature

Date

**\*\*\*Attached Confidential Background Check Form must be completed and submitted with the Volunteer Form to be further considered for volunteer service.\*\*\***

HR Use Only: Fingerprints type:  DOJ  DOJ & FBI  
 TB Clearance  
 FP Cleared & Date \_\_\_\_\_  
 FP Not cleared  Site Notified HR Staff initials \_\_\_\_\_



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## Confidential Background Check

Completion of this form is mandatory for all applicants and volunteers with the Pajaro Valley Unified School District.

The information disclosed on this form will remain confidential.

***If you were convicted,  
it will show up on your fingerprint report.  
Please be sure to list convictions on this form in order for  
your application to be further considered with the District.***

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation?

\_\_\_\_\_NO

\_\_\_\_\_YES, I have. If yes, list all convictions below.

NOTE: You must answer "YES" if you were convicted, whether by plea, jury verdict, or finding of guilt by a court in a trial without a jury. Please note: Even if you had an order under Penal Code section 1203.4 allowing the withdrawal of a plea of guilty and entering a plea of not guilty, or setting aside a verdict of guilty, or dismissing the accusations or information, it will still appear on your fingerprint report. You **MUST** list any conviction(s) which fits the description above. Failure to disclose this information is fraud, and may result in your being removed from consideration for employment.

If your answer is YES, you must complete this form (please attach additional sheets if needed). If your conviction was for a marijuana conviction other than possession for sale, which occurred more than two years ago, you are not required to divulge this conviction. To complete this form, start below and continue on the reverse side if necessary. A criminal record will not automatically disqualify you from employment or volunteer service, but failure to disclose and list all convictions on this form may result in disqualification.

Date/Location of Arrest(s) (list month/year of arrest and city/state where arrested)	Conviction(s) (list the crimes for which you were convicted)	Felony or Misdemeanor

\_\_\_\_\_  
Signature needed if answer is yes or no

\_\_\_\_\_  
Date