VENTURA COUNTY BOARD OF EDUCATION

BOARD POLICY NO. 3531   ADOPTED: 02/24/97

CLASSIFICATION: Business and Noninstructional Operations   REVISED:

SUBJECT: Insurance for Volunteers

The Board encourages individuals to volunteer services to assist the Office to achieve its mission and educational goals. The Board authorizes the Superintendent to provide Workers' Compensation benefits and Excess Liability Vehicle Insurance coverage for volunteers while engaged in the performance of any unsalaried volunteer service to the Office in accordance with the provision listed below:

1.   Unsalaried volunteers may be deemed employees of the Superintendent for the purpose of providing Excess Liability Vehicle insurance coverage when driving his/her privately-owned vehicle on official business of the Superintendent.

2.   To qualify for Workers' Compensation Benefits, the volunteer and the service to be performed must be authorized by the program manager.

3.   Each program using volunteers shall keep in its office a *Volunteer Register* which makes provisions for the recording of services performed by an unscheduled or regularly scheduled volunteer. The volunteer must sign the *Volunteer Register* each day the service is rendered, or monthly if the services are on a regularly scheduled basis. The *Volunteer Register* must provide a space for the volunteer's signature and the date or period of service being rendered. The program manager shall verify that those signing the *Volunteer Register* are performing a volunteer service. It is not necessary to state the nature of the service on the *Volunteer Register*.

4.   The *Volunteer Register* will be retained as a Class 3 record and may be destroyed by the program manager during the third (3) fiscal year after the fiscal year in which the record was originated.

Legal Reference:

EDUCATION CODE
35021, 35160.1   Volunteer aides; Legislative finding

California Code of Regulations, Title 5
16027   Destruction of Records

LABOR CODE
3364.5   Volunteer workers compensation benefits