

Procedures to Becoming a TUSD Volunteer

Step 1: Complete a *Volunteer Program Application*.

Step 2: Complete an *Acknowledgement of Workers' Compensation*

Step 3: Read the *Volunteer Handbook* & Complete an *Annual Employee Notification Form*

Step 4: Complete the required online training. The following is the web address to access the online training www.getsaftytrained.com. Once on the web site follow the instructions to sign up as a “New User”. If you are a new user, when it prompts you to enter (**District Email Address**) provide your personal email address and password. If you are a returning user, use your existing log-in name and password. If you cannot remember your log-on information, click the “**Forgot Password**” option.

*During the registration process you will be asked to “**Select a Job Title/Department**”. You will need to select “**All Volunteers/Volunteers**”.

*Each module below concludes with a quiz that must be completed. Once you have completed the quiz you will be able to **print** a certificate of completion. Attach your certificates to you Volunteer Application. If you do not have computer access please contact the Personnel Office to schedule a time to come in and complete the training.

-*Becoming an Effective Volunteer*

-*Mandated Child Abuse Reporting for Educators*

-*Bloodborne Pathogens*

-*Sexual Harassment (Non-Supervisors)*

-*Injury and Illness Prevention Program*

-*Staff and Student Relationships*

-*Suicide Prevention AB 2246*

-*Tehachapi USD Annual Notifications*

-*Tehachapi USD Bullying & Harassment Recognition & Prevention*

Submit the documents from Steps 1, 2, and 4 to the school site where you intend to Volunteer.

Step 5: If you plan on being a chaperone, coach, or provide a service that requires you to not be under the direct supervision of certificated teacher; you will need to be fingerprinted. If fingerprinting is required, you will need to come to the District Office to pick up the form and pay a fee.

*There is a **\$47 fee (cash only, exact monies)** collected at the District Office for the Live Scan Service Form. This fee goes to the Department of Justice and FBI for processing.

*Fingerprinting services will be provided at the UPS Store. There is an additional **\$20 rolling fee**.

*One copy of the executed *Live Scan Service Form* must be turned into the District Office.

Step 6: If you plan to drive as a part of your volunteer service you will need to complete **Step 5** and fill-out the attached *Authorization for Release of Driver Record Information* Form. It should be noted that it takes 3 to 4 weeks to process a driver's request. In the event you need this process expedited you will need to go to the DMV and obtain an *H6 Driving Record Report*.

Please bring the following to the District Office:

Authorization for Release of Driver Record Information Form

Driver License

Proof of Insurance