



## How to be an ... OCS Parent Volunteer, Field Trip Chaperone, and/or Field Trip Driver

*Thank you for your willingness to volunteer at OCS!*

### **VOLUNTEER LEVELS: You must complete each level to go to the next level.**

Level 1: Become a Parent Volunteer

Level 2: Add Chaperone clearance to your volunteer profile

Level 3: Add Driver clearance to your volunteer profile

### **LEVEL 1: BECOME A PARENT VOLUNTEER**

**STEP 1: LIVESCAN** - Get fingerprinted using the [OCS LiveScan form](#).

- You only need to do 1 livescan during your entire time at OCS!
- Results typically take 1-2 weeks.
- Where to go to get it done? You can get your Live Scan done at a UPS Store, most Mail n' More type businesses, or for a higher fee; your local Police Station. You can also do a Google search of "live scan locations near me".
- What is livescan? *Livescan clearance is a formal criminal background investigation check through the Department of Justice. This check is done to keep our students as safe as possible. Please note that by doing the livescan process, you are sharing your criminal background information with OCS. Volunteers will be asked to complete the school's volunteer LiveScan form in order to have a fingerprint background check completed and reported to the school. The report returned to the school will show the criminal history of the individual, including arrest history, and misdemeanor & felony convictions. Subsequent arrest notifications will continue to be transmitted to the school as they occur. The school will use the most recently reported information to determine an individual's eligibility to volunteer. For more information about fingerprint background checks, please visit the state's website here <https://oag.ca.gov/fingerprints>. Please note: it typically takes 1-2 weeks for a livescan to clear.*

**STEP 2: TB TEST:** Get TB tested within 60 days of submitting results and send test results to [volunteer@oceanscs.org](mailto:volunteer@oceanscs.org).

- You only need to get TB tested every 4 years.
- Where do I go to get TB tested? Your doctor, urgent care, or try [here](#).
- You can also visit your doctor and have them fill out the [Risk Assessment Form](#).

**STEP 3:** Sign a [Volunteer Commitment Form](#)

- You only need to complete this form once while you are at OCS.
- It takes 48 hours to process this form.

**STEP 4:** The day you plan to volunteer...

Check in to the front office. The office will double-check that you have completed steps 1-3, and will give you a volunteer clearance badge sticker to wear for the day and you will sign in on the Volunteer Sign-In Sheet.

## **LEVEL 2: ADD CHAPERONE TO YOUR VOLUNTEER PROFILE**

**Step 1:** Sign the [Chaperone Agreement](#).

- You need to complete this form for each trip you chaperone.
- It takes 48 hours to process this form.

## **LEVEL 3: ADD DRIVER CLEARANCE TO YOUR VOLUNTEER PROFILE**

**All steps below must be completed within 10 days of the trip.**

**Step 1:** Sign the [Student Transportation Policy](#).

- You need to complete this form for each trip you drive on.
- It must be completed within 10 days of the trip.
- It takes 48 hours to process this form.

**Step 2:** Get your [DMV Driving Record](#) (under \$3) and submit it to your class' Parent Volunteer Field Trip Coordinator.

- It must be completed within 10 days of the trip.
- The driver record must be "clear/clean", meaning no adverse events may be listed on the DMV record.

**Step 3:** Provide a copy of your Insurance Policy to your class' Parent Volunteer Field Trip Coordinator.

- It must be completed within 10 days of the trip.

The policy MUST show the following:

- Driver's name
- Policy effective and expiration dates
- At least the minimum liability coverage of:
  - \$100,000 bodily injury per person*
  - \$300,000 bodily injury per occurrence*
  - \$100,000 property damage per occurrence*