



OAKS Volunteer Information



PERSONAL INFORMATION

Volunteer's Full Name: _____

Student's Name: _____

Email: _____ Phone: _____

Address: _____

EMERGENCY CONTACT INFORMATION

Name: _____

Relationship: _____ Phone: _____

VOLUNTEER STATUS ACKNOWLEDGEMENT

1. Volunteer services are offered freely, without any form of pressure or coercion, and are performed solely for civic, religious, charitable, and humanitarian reasons, without promise, expectation or receipt of compensation for services provided.
2. Volunteer services cannot be performed by an individual who is employed by the organization to perform the same type of services.
3. Reimbursement for certain out-of-pocket expenses incurred while performing volunteer services, including transportation mileage (at the IRS reimbursement rate) may be made. Reimbursable expenses must be documented on the volunteer expense reimbursement form with original receipts and submitted to the treasurer.
4. A nominal fee may be paid to those performing volunteer services. However, such a fee is not intended to be a substitute for compensation for services and is in no way tied to a volunteer's level of productivity.
5. This agreement may be discontinued by either the volunteer or the organization at any time without penalty.
6. This agreement does not constitute employment and is not a prerequisite for employment in a non-volunteer capacity with the organization.
7. This agreement will not cause any employees of the organization to be displaced.
8. I acknowledge that all of the activities and services in which I will engage as a volunteer are being offered freely and that I do not expect to receive any compensation or wages for such voluntary activities or services. I further acknowledge that I am not an employee of OAKS, and I shall not be entitled to participate in any employee benefits plans.

I acknowledge that I have read and understand the chaperone guidelines outlined on the back of this form. By signing below, I agree to abide by all of these guidelines and understand that failure to do so may result in my removal from chaperone responsibilities or other appropriate action.

Signature

Printed Name

Date

Key Guidelines for Chaperones

1. Final Authority on Field Trips

- Chaperones must respect the plans and authority of all OAKS teachers and staff throughout the duration of the field trip. In this context, parental authority cannot supersede that of the staff.

2. Chaperoning is More Than Attending the Trip

- Chaperones are expected to assist with the supervision and care of all students assigned to them, not just their own child. Chaperones must be willing to actively engage with and supervise other students as directed by the teacher.

3. Chaperone Selection and Participation

- The number of chaperones needed for each field trip varies based on the nature of the trip. Expressing a willingness to chaperone does not guarantee selection. Chaperones will be chosen based on the needs of the trip and at the discretion of the homeroom teacher and administration.
- Only approved chaperones may attend or participate in an OAKS field trip. Individuals who have not been approved as chaperones may not accompany the group or independently attend the field trip location for the purpose of participating in the trip, even if the destination is a public venue.

4. Never Be Alone with a Child

- Always have a second adult or multiple children present.
- If you must speak with a student privately, do so in an open, visible area.

5. Be a Present, Calm Guide

- **Know your group.** Learn students' names and stay aware of their location. Travel together as much as possible.
- **Know the plan.** Familiarize yourself with the itinerary and OAKS policies. A clear schedule helps prevent mischief.
- **Limit phone use.** Chaperones should limit the amount of time they are using their phone so they can engage with the students, other chaperones, and help with supervision.
- **Be visible.** Your presence is the best deterrent to poor choices. Listen, observe, and step closer when needed.
- **Intervene early.** A look, a brief reminder, or a word of praise can redirect behavior before problems escalate.

6. Address Behavior When Needed

- If a student becomes disruptive, give a short, clear correction:
 - "Please stop — that's not okay."
 - "You might want to rethink that choice."
- If needed, have the student stay near you until they are ready to rejoin the group appropriately.
- Students are not allowed to have electronic devices of any kind on OAKS trips, even in their own parent's vehicles.
- If problems persist, contact the lead teacher. You are not expected to handle major discipline issues alone.

7. Communicate with Leadership

- Stay in contact with the lead teacher for guidance if needed.
- Share key facts and timelines of incidents so leadership can follow up appropriately.

8. Safety When Driving

- Do not text and drive. As much as possible, have another adult handle calls/texts.
- Drive within five miles of the speed limit and set a pace everyone can safely follow.

9. Additional Driving Expectations

- Do not stop for drinks and snacks unless prior arrangements have been made by the teacher.
- Movies are not to be shown on field trips
- Only Christian, classical, or children's music is approved for school trips.

10. Siblings and Non-Enrolled Children

- At times, non-school-aged siblings may be permitted to attend an OAKS field trip; however, attendance requires prior approval from both the homeroom teacher and the school administration.
- School-aged children may not attend a field trip unless they are enrolled as OAKS students in the specific classroom for which the field trip is planned.

Driver Questionnaire

Georgia-Cumberland Conference
Office of Education

Directions: Please have each volunteer driver used for school-related functions complete the questionnaire. **Keep the completed forms in the school files.**

Name: _____ Are you over 21 years of age? _____

Driver's License Number: _____

State in which license is held: _____ Expiration Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Do you have a current auto insurance policy? _____ Yes _____ No

Carrier: _____ Expiration Date: _____

Limit of Liability: \$ _____

Medical/PIP Limit: \$ _____

Have you been involved in any fault accidents within the last three (3) years?

_____ Yes _____ No

If "Yes," please describe below:

Have you been cited for any moving violations within the last three (3) years?

_____ Yes _____ No

If "Yes," please describe below:

I understand that should I be involved in an accident while driving for the school, my insurance will be primary.

Further, I agree not to carry more passengers than the official rated load capacity for my vehicle. All vehicle occupants will be required to wear seat belts (no double belting allowed).

Driver's Signature: _____ Date: _____

School: _____

FOR LOCAL USE

Tennessee*	Georgia*	North Carolina*
Volunteer Driver: Regular class "D" driver's license is all that is needed.	Volunteer Driver: Regular class "C" driver's license is all that is needed.	Volunteer Driver: Regular class "C" driver's license is all that is needed provided GVWR is less than 26,001 pounds.
For Hire Driver: Requires a special "for hire" classification endorsement "F" on a regular driver's license with a medical card. The medical card is obtained by having a doctor's physical with paperwork sent into the state. The state will issue a medical card for up to two years.	For Hire Driver: May require a CDL (commercial driver license) with a bus endorsement depending on circumstances.	For Hire Driver: May require a CDL (commercial driver license) with a passenger endorsement depending on circumstances.
*last reviewed 1/2012	*last reviewed 1/2012	*last reviewed 1/2012

10. Vehicles rated with passenger capacity exceeding 15 require a commercial driver's license. Each state has varying requirements. Use the chart below as reference.

Tennessee*	Georgia*	North Carolina*
The state requires a CDL license with a class "S" endorsement. The driver must file with the state the equivalent of CDL FORM 2-C on school letterhead. The letter must include: name of driver, school name, who the driver is driving for, school year eligible to drive, weight of bus, bus passenger capacity. Must be done annually.	CDL required	CDL required
*last reviewed 1/2012	*last reviewed 1/2012	*last reviewed 1/2012