

# Guidelines for Volunteers (Field Trip Driver)

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Because our society is filled with pain, problems, and litigation caused by improper conduct of individuals working with children and youth, it is imperative that those working with children have meaningful guidelines for conduct in order to protect both themselves and those under their care. As a ministry volunteer, you want parents and others to feel comfortable and confident with you.

## ***My Commitment to Volunteer Ministry***

I will,

1. Never leave a child or group of children for whom I am responsible unattended. I will provide appropriate supervision at all times.
2. Always have at least one other adult, eighteen (18) years of age or older, to help with the supervision of children. If I find myself in a situation where I am the only adult present, UNDER NO CIRCUMSTANCES will I allow myself to be alone with one child.
3. Always ask a child's permission before physically touching him/her anywhere, even when responding to an injury or problem. This is especially true for any areas that would normally be covered by a T-shirt and/or shorts. (If an injury is within this area, make sure another adult works with you as care is provided.)
4. Refrain from physical and verbal attacks and corporal punishment which are inappropriate behaviors and should never be used as discipline. "Time outs" or "sit-in-that-chair" may be helpful discipline methods to use with children.
5. Affirm children with appropriate touching by keeping hugs brief and "shoulder-to-shoulder" or "side-to-side." (Always keep hands at (not below) the shoulder level. A caregiver's kiss should be to the forehead or cheek only - not elsewhere. For small children who like to sit on laps, I will encourage them to sit next to me.)
6. Provide extra care when taking small children to the restroom. I will take another adult along, or leave the door open.
7. Be aware of conducting activities in rooms that do not have an interior viewing area, or I will leave the door open during the activity to allow easy observation by others.
8. Cooperate with the volunteer screening process.
9. Be aware of the signs and symptoms of child abuse and aware of the legal requirements for reporting suspected cases of abuse by completing the required child abuse and neglect identification and reporting training.
10. Cooperate with church leadership in conducting children and youth ministries by being a volunteer who is loving, kind, firm, and always a thoroughly professional person. Working with children and youth is not only a privilege; it is also a serious responsibility that must be approached with utmost care.
11. Participate in orientation and training programs as required based on your volunteer ministry assignment.
12. Never take pictures of students. Special authorization is required.

The North American Division of the General Conference of Seventh-day Adventists and Adventist Risk Management, Inc., recommend these Guidelines for Volunteers, which serve as a protection to you, your ministry, and the church from allegations of abuse.

I, the undersigned, have read this document and agree to abide by the Code of Conduct and Volunteer Guidelines outlined above. I will retain a copy of this document and keep it for reference.

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Volunteer Signature

Date



**Northern California Conference  
Office of Education  
P.O. BOX 619015  
Roseville, CA 95661**

# Vehicle Information Form for Field Trip Drivers

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Today's date: \_\_\_\_\_

Auto Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

Registration Number (License Plate): \_\_\_\_\_

California Driver's License Number: \_\_\_\_\_

Number of passenger seat belts: \_\_\_\_\_ (Any child under the age of 6 weighing less than 60 pounds must be secured in a federally approved child passenger restraint system and ride in the back seat of a vehicle.)

Insurance Company: \_\_\_\_\_ Policy #: \_\_\_\_\_

Insurance Agent: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Insurance Coverage:**

\$100,000/\$300,000/\$50,000

Recommended

\$250,000/\$500,000/\$50,000

Strongly Recommended

Insurance effective dates from \_\_\_\_\_ to \_\_\_\_\_

(Attach copy of current coverage)

Driver: \_\_\_\_\_

Car Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Owner's signature indicates approval and signifies that the above information is correct.)

Car Owner's Phone Number: \_\_\_\_\_

Emergency Contact:

\_\_\_\_\_

(Name)

\_\_\_\_\_

(Relationship)

\_\_\_\_\_

(Phone Number)



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# Sterling Volunteers

Thank you for serving as a volunteer for the churches and/or schools in the Northern California Conference of Seventh-day Adventists.

## REGISTRATION INSTRUCTIONS

### ADVENTIST CHILD PROTECTION SCREENING FIELD TRIP DRIVER CLEARANCE

**Step 1** Go to [www.ncsrisk.org/adventist](http://www.ncsrisk.org/adventist) and click the *First-Time Registrant* option.

**Step 2** First select the state and then Conference (Northern California).

**Step 5** Select the primary location where you work or volunteer, and click continue. If you work or volunteer in another location (perhaps at a school and a church), select “Yes” and then select a second location.



The screenshot shows the Sterling Volunteers registration page. At the top, it says "Sterling Volunteers". Below that, it asks the user to "Please create a user id and password that you will use to access your account". It provides instructions on choosing a user ID and password, and includes a "Create a User ID" and "Create a Password" field with a "Continue" button. There is also a link for "Important note about selecting passwords". At the bottom, there is a section for "Already have an account?" with a "Click here" button and a link for "Registro en español".

**Step 3** Create a user ID and a password you can easily remember. It's recommended to use your email address for your user name. This data will be case sensitive.



This screenshot is similar to the previous one, showing the account creation step. It includes the same instructions and fields for creating a user ID and password, and the "Continue" button. The "Already have an account?" section is also present.

**Step 4** Please provide the information requested on the screen: name, address, etc. (Note: Do not click the back button or your registration will be lost.)



The screenshot shows the Sterling Volunteers registration page. It asks the user to "Please select the primary location where you work or volunteer." There is a "Location:" dropdown menu with "Please select" as the current selection and a "Continue" button. Below the dropdown, there is a note: "If you are associated with multiple locations, please choose the primary (work) location first. Then click the continue button to select additional locations such as those where you volunteer".

**Step 6** Select your role(s) within the organization. Selections should be limited to Driving or Field Trip Driving. We do not use Sterling for any other background checks other than driving record clearance. All other background checks are done via Live Scan and mandatedreporter.ca.com training.

**Step 7** Confirm the information is correct, and click *Submit*. Once the driving record check has been successfully processed, you should be notified via email.

#### Additional Details

Once the submission of your driving record check is completed, you can login to your account and click on “My Report” to view your completion date. You can also access the “Update My Account” link at the top of the page to update your personal information.

## Questions?

Please contact us via email at [AdventistSupport@sterlingvolunteers.com](mailto:AdventistSupport@sterlingvolunteers.com) or 1-855-326-1860 (toll free).