

**CLASSIFICATION: Business and Noninstructional
Operations****ADOPTED: 9/13/95
REVISED: 11/12/15
REVIEWED: 10/27/15****SUBJECT: Insurance for Volunteers****PAGE: 1 of 2**

The County Board of Education encourages individuals to volunteer services to assist the San Diego County Office of Education to achieve its mission and educational goals. The County Board of Education authorizes the County Superintendent of Schools 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 San Diego County Office of Education in accordance with the provisions listed below:

1. Unsalaries volunteers may be deemed employees of the County Superintendent of Schools for the purpose of providing Excess Liability Vehicle insurance coverage when driving his/her privately-owned vehicle on official business of the County Superintendent of Schools.
2. To qualify for Workers' Compensation Benefits, the volunteer and the service to be performed must be authorized by the appropriate division assistant superintendent or designee.
3. Each program using volunteers shall keep in its office a *Volunteer Register* that provides for the recording of services performed by an unscheduled or regularly scheduled volunteer. The volunteer must sign the *Volunteer Register* upon arrival at the work location each day the service is rendered. The *Volunteer Register* must provide a space for the volunteer's signature, the date or period of the service being rendered, the beginning and concluding times of service, and the work location. The division assistant superintendent or designee shall verify that those signing the *Volunteer Register* are performing a volunteer service.
4. The *Volunteer Register* will be retained as a Class 3 record and may be destroyed by the custodian of the records during the third fiscal year after the fiscal year in which the record was originated.

SAN DIEGO COUNTY OFFICE OF EDUCATION

**ADMINISTRATIVE
REGULATION NO. 3531**

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Administrative Regulation: 3560

Legal Reference: Education Code
35021, 35160.1
Labor Code
3364.5
California Code of Regulations, Title 5
16027

San Diego County Board of Education Resolution, Adopted 2/22/89
San Diego County Board of Education Resolution, Adopted 9/9/94

Management Resources: *Volunteer Register*, San Diego County Office of Education Risk
Management: [http://www.sdcoe.net/business-services/risk-
management/Pages/workers-compensation-forms.aspx](http://www.sdcoe.net/business-services/risk-management/Pages/workers-compensation-forms.aspx)