

Volunteer Eligibility Process

Volunteers (Non-Driving):

1. Submit the VOLUNTEER REGISTRATION DATA SHEET on the Lucia Mar Unified School District Human Resources website OR on your school's website.
2. Make a fingerprint appointment with Lucia Mar Unified School District Human Resources Department online if you have not already been cleared through Human Resources.
3. Submit a TB screening to your school's office.

Volunteers (Driving Personal Vehicle):

1. Submit VOLUNTEER REGISTRATION DATA SHEET on the Lucia Mar Unified School District Human Resources website OR on your school's website.
2. Make a fingerprint appointment with Lucia Mar Unified School District Human Resources Department online if you have not already been cleared through Human Resources.
3. Submit a TB screening to your school's office.
4. Complete a DRIVER REGISTRATION FORM/AUTHORIZATION FOR RELEASE OF DRIVER RECORD INFORMATION. You will receive this form from the EMPLOYEE sponsoring the event or fieldtrip. Return the completed form along with your current driver's license and evidence of insurance to the individual sponsoring the event/field trip. The EMPLOYEE sponsoring the event will submit it to Kim Pollard in Business Services.

Volunteers (Driving District Vehicle):

1. Submit VOLUNTEER REGISTRATION DATA SHEET on the Lucia Mar Unified School District Human Resources website OR on your school's website.
2. Make a fingerprint appointment with Lucia Mar Unified School District Human Resources Department online if you have not already been cleared through Human Resources.
3. Submit a TB screening to your school's office.
4. Complete a TRANSPORTATION FOR SCHOOL RELATED TRIP DRIVERS REGISTRATION AND PULL FORM. You will receive this form from the EMPLOYEE sponsoring the event/fieldtrip. Return the completed form to the individual sponsoring the event/fieldtrip. The EMPLOYEE sponsoring the event will submit it to Sharon Harwin at Transportation.