

## **SCHOOLS**

**Cambridge Elementary School (K-6)**  
100 Cambridge Drive  
Vacaville  
(707) 446-9494

**Scandia Elementary School (K-6)**  
100 Broadway Street  
Travis AFB  
(707) 437-4691

**Center Elementary School (K-6)**  
3101 Markeley Lane  
Fairfield  
(707) 437-4621

**Travis Elementary School (K-6)**  
100 Fairfield Avenue  
Travis AFB  
(707) 437-2070

**Foxboro Elementary School (K-6)**  
600 Morning Glory Drive  
Vacaville  
(707) 447-7883

**Travis Education Center (9-12)**  
2775 De Ronde Drive  
Fairfield  
(707) 437-8265

**Golden West Middle School (7-8)**  
2651 De Ronde Drive

**Travis Community Day School (7-12)**  
2785 De Ronde Drive

**Vanden High School (9-12)**  
2951 Markeley Lane  
Fairfield  
(707) 437-7333

## **DISTRICT ADMINISTRATION**

**Pam Conklin** Superintendent

**Sue Brothers** Assistant Superintendent, Educational Services

**Gabe Moulaison** Chief Business Officer, Business & Operations

**Vincent Ruiz** Director, Human Resources

**Allyson Azevedo** Director, Student Services

Point of Contact for Volunteers is District Office Receptionist, Elizabeth Chavez at 707-437-4604 Ext. 1000 and email: [echavez@travisusd.org](mailto:echavez@travisusd.org)

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**Travis Unified School District**  
**2751 De Ronde Drive**  
**Fairfield CA 94533**  
**707-437-4604**

# Guide for Volunteers



We appreciate your involvement in our schools.

Your commitment of time and talent will enrich, enliven  
and expand the horizons of our youth.

We look forward to an outstanding school year!

## IMPORTANT INFORMATION

### • Volunteer Etiquette & Guidelines

*As a volunteer, I agree to:*

- ◇ Register at the school office when I arrive on campus to volunteer.
- ◇ Follow school and classroom rules and conduct myself responsibly with students on and off school grounds.
- ◇ Protect the physical, mental and emotional well-being of students.
- ◇ Maintain confidentiality of student behavior and academic performance that I have observed while volunteering.
- ◇ Be free of the influence of alcohol, tobacco, or illegal drugs when with students on or off school grounds.
- ◇ Support the teachers' instructional programs.
- ◇ Follow District procedures when working on school projects.
- ◇ Inform the teacher when I am unable to volunteer at my scheduled time or when I stop volunteering.



### • Strategies for Volunteer Success

- ◇ Be a Positive Role Model—your own behavior, dress, hygiene and dependability set an example for children.
- ◇ Learn Names—it means a lot to the children if you remember their names.
- ◇ Allow the Students to Be Themselves—It is important to help children realize they are special.
- ◇ Encourage Time for Discovery—Allow students to think about answers.

**We appreciate you!**

Register now to volunteer!  
<http://www.travisusd.org>



## IMPORTANT INFORMATION

### • Background Check Required for Level C & D Volunteers

In order to maintain the safety and security of our students, the District may require volunteers to be processed for clearance before working with children. (CA Education Code § 45125.01) Your cooperation in this procedure is very much appreciated.

- DMV records check
- Proof of adequate vehicle liability insurance (see below)
- Fingerprinting
- TB Test

The following may be required before you are accepted as a volunteer:

### • Workers' Compensation Coverage

Authorized volunteers in the District are covered by workers' compensation benefits in accordance with the California Labor Code for any injury or illness sustained while in the specific services of the school district.



Should you be injured while serving in this capacity, and therefore covered under our Workers' Compensation Self-Funded Program, we need to advise you that you would not be eligible to file any civil claim, action or proceeding.

### • Automobile Liability Insurance

The owner (operator) of a vehicle must carry his/her own liability insurance (minimum limits: 100K/300K.) Please provide to your school office proof of liability insurance, in the name of the volunteer, for the vehicle that will be driven.



Complete Driver Certification form linked on our website, [www.travisusd.org/Parents/Volunteers](http://www.travisusd.org/Parents/Volunteers). NBSIA Transportation Forms - Volunteer Personal Automobile Use Form (w/ Driver's License and Insurance Policy Declaration Page). Please make sure you follow pick-up and drop-off directions given by the teachers. All children MUST be appropriately restrained in seat belts. Children under 8 years of age or under 4'9" need to be in a child passenger restraint device. (CA Vehicle Code §27360, effective 01/01/2012)

### • WeTip Safety Hotline

The WeTip Safety Hotline is a way for adults and children to report a situation and remain anonymous.

**24-Hour WeTip Safety Hotline**  
**1-800-78-CRIME**

