



VOLUNTEER ASSISTANT AGREEMENT

*To be read and signed by all volunteer assistants on an EOTC event.
This form may be kept on file and used again.*

Name

Address

.....

.....

Phone numbers (home)

(work)

(mobile)

I am the parent/caregiver of

OR

I am a volunteer (please tick)

As a volunteer assistant at a school EOTC event (either on school grounds or off):

- I am willing to comply with the requests from staff and follow safety procedures that have been set.
- I am willing to assist in aspects of running the event, based on information I have supplied in the Activity Leader/Assistant Competence form.
- I agree that I am bound by the school's privacy policy and will maintain confidentiality regarding students and families at the school.
- I agree that I am bound by the drugs and alcohol policies of the school, and will not consume or be under the influence of alcohol, illegal drugs, or other harmful substances when supervising or in the presence of students.
- I agree that I am bound by the smokefree policy and will not smoke anywhere on school grounds, including a road patrol area or EOTC venue, or when supervising students.
- I accept the terms of my involvements, as stated above.

Signature

Date

TRANSPORT VOLUNTEER AGREEMENT

Students will be transported by **volunteer**

1 Name of driver _____

2 I can provide transport for _____ children and will not exceed my vehicle’s seating capacity.

3 I confirm that my vehicle is registered, roadworthy, and has a current warrant of fitness.

Vehicle registration # _____ **Expiry date** _____

4 I hold an appropriate current driver licence for the vehicle I will be driving.

Driver licence # _____ **Expiry date** _____

Type of licence (tick all the apply)

- Full car licence
- Passenger service licence
- Large passenger service and heavy traffic

5 My vehicle is covered by one of the following insurances: 3rd party property Comprehensive

- 6 I will ensure that the students I am transporting:
- get out of the car on the footpath side
 - do not travel in the rear of a station wagon
 - do not sit in the front seat of a vehicle fitted with airbags
 - use the appropriate restraints (e.g. shoulder belt only)
 - use booster seats provided by their parent/caregiver, as appropriate.

- 7 I understand that it is my responsibility to:
- supervise the students until they re-join their group
 - go to the arranged meeting point(s) on time
 - not provide food to any of the students
 - not smoke or use alcohol/illegal substances while in the car or supervising children.

I acknowledge that the above information is accurate.

Name _____ **Phone #** _____

Signature _____ **Date** _____

Child’s name _____ **Room #** _____
(if a parent volunteer)

COPY RETAINED AT SCHOOL AND A COPY GIVEN TO DRIVER