

V. BASIC BACKGROUND CHECK

A. Direct Client Contact

For volunteers who wish to interact directly with clients, the next thing they will need to do is complete a background check performed by Sterling Volunteers. The Volunteer Coordinator will email the applicant a background check request form, inform the applicant that JFS covers the cost of the background check, and let them know that it must be renewed annually.

The Basic Criminal Background Check covers the *Government Watch List Search* and the *DOJ Sex Offender Search*.

B. No Direct Client Contact

Volunteer experiences that do not involve direct client contact (e.g., holiday or pantry donations, community events, administrative support, etc.) do not typically require a background check. The Volunteer Coordinator will specify whether any circumstance requires additional clearance.

VI. MOTOR VEHICLE RECORD CHECK

Volunteers who will provide transportation to clients are required to obtain and pay for a motor vehicle record check through Sterling Volunteers. If assistance is needed paying the fee, the individual should contact the Volunteer Coordinator. Once approved as a driver, volunteers are expected to renew MVR checks annually and report any infractions that may occur.

A. Required Driver Documentation

1. Motor vehicle record check, to include:
 - a. No more than 2 moving violations in the last 3 years
 - b. No more than 1 serious accident in the last 5 years
 - c. No major violations in the last 5 years
 - d. No DUI in last 15 years
2. Copy of current, valid driver's license
3. Copy of current auto insurance card (see Auto Liability section below)

B. Rules of the Road

1. It is illegal to use a hand-held device while driving.
2. It is illegal and inconsiderate to clients to engage in any form of distracted driving.
3. Extended adjustments to the radio or GPS, conducting personal grooming, etc. should not be done when the car is in "drive."

VII. AUTO LIABILITY INSURANCE

JFS volunteers who provide transportation to clients are required to maintain appropriate insurance coverage. Volunteers are advised to contact their insurance carriers to ensure they have appropriate coverage for providing transportation as a volunteer.

JFS maintains general liability insurance that is considered secondary to a volunteer's personal auto insurance. This liability insurance applies exclusively to physical injury sustained to a client because of an automobile accident. This coverage does NOT cover damage to a volunteer's vehicle or another's property.

If a volunteer is involved in an automobile accident while representing JFS as a volunteer, the following applies:

- The volunteer needs to notify JFS staff immediately
- The volunteer's personal auto insurance is responsible for any damage to their vehicles and their personal auto and/or medical insurance is responsible for personal injury.
- JFS' general liability insurance may provide additional coverage for personal injury to a client.