

**VOLUNTEER POLICY  
TOWN OF ISLE LA MOTTE, VERMONT**

**Section 1: TITLE AND AUTHORITY**

This Policy shall be known as the Town of Isle La Motte's Volunteer Policy. It has been adopted by the Town of Isle La Motte (hereinafter "**Town**") Selectboard.

**Section 2:**

The Town of Isle La Motte may have volunteers serving for many different personal reasons. They may want to learn new skills, meet new people, make a difference in the community where they live or work, or gain expertise in certain areas of volunteerism.

**Section 3:**

This policy outlines the steps the Town has taken to reduce or minimize the liability risks that can arise with volunteers.

1. Policies and procedures shall document and define the scope of duties that the volunteer is required to perform. Specific tasks and duties shall be developed for each volunteer "project" and shall be included on the volunteer participation form.
2. Be consistent, fair, and non-discriminatory in your treatment of volunteers.
3. Most projects using volunteers are relatively small, using basic skills.
4. If a volunteer role requires certain knowledge, skills or abilities, a volunteer's application should list skills and experience consistent with the volunteer position. This application should become a part of the volunteer's permanent file.
5. All volunteers must sign a "Volunteer Service Agreement" (indemnification and release agreement) when appropriate. ATTACHED TO THIS POLICY.
6. Each volunteer project should have a Town or departmental representative who is responsible for coordinating activities and ensuring the safety of volunteers and others.

For additional risk management guidance regarding volunteers, contact your VLCT Loss Control Consultant at [losscontrol@vlct.org](mailto:losscontrol@vlct.org).

**Section 4: SAFETY**

1. Inform the volunteer about how and to whom they should report problems, hazards, and suggestions.
2. If applicable, specific hazards a volunteer may encounter shall be disclosed and procedures to follow shall be provided for performing activities safely.
3. Proper training and supervision are critical to the safe and effective use of volunteers. Specific volunteer training needs depend on the type of work the person will be doing. All training provided to volunteers should be documented and retained. In some cases, volunteers may need to be trained to use personal protective equipment properly.

4. If applicable, hazard analysis or similar assessments shall be completed to identify hazards, protective equipment requirements, and appropriate training. The Town shall provide and require the use of personal protective equipment by volunteers who are working with special machinery or tools or who may encounter specific hazards. From a safety perspective, the Town shall treat volunteers as it would employees.
5. Supervision is a critical risk management practice because it can minimize or prevent potentially hazardous activities. If applicable, job performance of volunteers should be documented on every project.
6. If applicable, consider making and using a written safety checklist for volunteers to follow.
7. Train volunteers how to report an accident or incident in case of bodily injury or property damage. Treat this reporting as an essential requirement for volunteering. This should be part of standardized training, but at least provide informational materials to all volunteers.
8. When mandated by law or your municipality's policies, volunteers must meet screening requirements (background checks) in positions where they are serving vulnerable populations.

#### **Section 5: CONDUCT OF VOLUNTEERS**

All volunteers are considered representatives of the Town and as such are expected to conduct themselves in a courteous, helpful, and respectful manner in all their interactions with the public, other volunteers and employees, and town officials.

#### **Section 6: DRUG, ALCOHOL AND TOBACCO USE**

The Town intends to maintain a drug-free workplace and workforce. The use of alcohol or illegal drugs and the abuse of prescription drugs are not tolerated in the workplace or at work-related events.

In recognition of the hazards that tobacco poses to the health of employees, and in accordance with 18 V.S.A. §§ 1421 et seq. and §§ 1741 et seq., the Town hereby prohibits employees' use of tobacco in any form, including electronic cigarettes, in all publicly owned buildings, offices and enclosed areas, designated smoke-free areas of Town property.

ADOPTED this 3 day of October, 2023.

**SIGNATURES OF SELECTBOARD:**



Two handwritten signatures in blue ink are written over three horizontal lines. The top signature is a cursive name, and the bottom signature is a more stylized cursive name.

**VOLUNTEER SERVICE AGEEMENT**  
**TOWN OF ISLE LA MOTTE, VERMONT**

**Volunteer (Name/Role):** \_\_\_\_\_

**Municipal contact in charge of volunteer (Name/Town Role):** \_\_\_\_\_

**Scope and duration of volunteer work or services (to be specified by Town):**

**Volunteer Acknowledgement**

I, \_\_\_\_\_, affirm my desire to provide uncompensated volunteer services to the Town of Isle la Motte, VT, as such services are described above.

In performing the specified volunteer service, I acknowledge that:

- I am 18 years of age or older and know of no reason, medical or otherwise, which would prevent me from performing the tasks that are required by the above scope of work;
- I have acquainted myself with what is required to perform those tasks, and I represent that I have the skill and ability to perform them;
- I assume full responsibility for my own safety and agree to hold the above-named Town harmless for any injury to me or damage to my property, except where such injury or damage results from the negligence of the Town or its employees;
- I am a volunteer worker and therefore am not covered by the town’s workers’ compensation policy;
- I will perform the volunteer service in compliance with the standards and specifications established by the Town and further agree to use any personal protective equipment (if any is required) in accordance with guidance from the Town; and
- I agree that if I will be working with children, the elderly, or other vulnerable populations, I consent to the municipality performing a background check on me.

Volunteer: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Attest: \_\_\_\_\_

Date: \_\_\_\_\_

(Town representative)