



Book Bus Volunteer Guide

Role and Protocols for Volunteers

Thank you so much for agreeing to volunteer for ReadOKC On the Go! We appreciate you so much and know our students and school faculty do as well! Please review the details below and let us know if you have any questions.

Location: Oklahoma City Public Schools Operations Center – **2500 Miramar Blvd, OKC, OK 73111**

Directions: Go to NE 23rd street just east of I-35, turn north on Miramar and then turn right into the operations center through the black iron gates (the gates will be open). Drive past the first stop sign and then turn left into the parking lot outside of Building 3.

Process:

- Meet at OKCPS Operations Center. Parking is available outside of Building 3.
- Sign in at the front desk of Building 3. You must bring a picture ID with you.
- Meet coordinator in the ReadOKC Book Center located in office 110.
- Load on to the bus and ride to the school/site visit location.
- Once on-site, volunteers and coordinator will check in with school/site personnel.
- Turn on the outdoor speakers to make the visit exciting and fun!
- School/site personnel will coordinate students to start lining up for bus visit.
- During students' book bus visit, engage in conversation to determine their interests to help them find the perfect book to choose.
- Once they have selected their book, place the ReadOKC On the Go stamp on the inside cover of the book.
- Thank students for visiting the book bus and encourage them to enjoy their new book!
- Between student visits, please wipe down counters and shelves, and organize/straighten books on shelves and in counter bins. Before the bus departs, please make sure all books are secured on the shelves using the installed rods.
- When the bus arrives back at the Operations Center, volunteers will help restock the bus using pre-sorted books from the ReadOKC Book Center and sanitize all surfaces. This will take approximately 30-45 minutes to restock the bus.

COVID Protocols: OKCPS Students, Staff, Volunteers and Visitors will be required to wear a face mask or face covering while on buses, in a school or District building or any part of a District campus. Social distancing and limiting the number of people in an area are also encouraged.

What to Wear: We recommend wearing comfortable clothes and shoes.

Working Conditions and Physical Requirements: The working conditions and physical requirements described here are representative of those that must be met by a volunteer to successfully perform the essential functions of this job.

- Able to sit and stand for extended periods of time
- Able to see and read a computer screen and printed material with or without vision aids
- Hear and understand speech at normal levels, outdoors and on the telephone
- Speak in audible tones so that others may understand clearly
- Physical agility to lift up to 25 pounds, to bend, stoop, climb stairs, walk and reach
- The noise level in the work environment is usually moderate.

Questions? If you have any questions please contact Alison Taylor at 405-990-8363.

- Alternate contacts:
 - Abbie Vaughan, 405-203-4366
 - Mary Mélon, 405-795-3761