

IMPORTANT NEW VOLUNTEER DRIVER REQUIREMENTS

Volunteers are an important part of our school community. By generously donating their time and expertise to our school, volunteers support the learning environment for our students.

Our school is committed to ensuring student safety. **With this in mind, drivers who are volunteering to drive any child other than their own will be required to complete a Criminal Record Check (CRC) and Driver's Abstract beginning in the fall of 2014.**

If you can help:

- Complete our school's "Volunteer Driver Form: and provide a copy of your Driver's License and insurance.
- Phone ICBC to get a copy of your Driver's Abstract. Go to the following link to get the phone number for the ICBC office near you: <http://icbc.com/driver-licensing/driving-record>. Once you receive your Driver's Abstract in the mail, please bring it to the school office.
- Apply online for a Criminal Record Check at <http://justice.gov.bc.ca/eCRC/>. Use our school's access code: **X68J5P7JN5**. Your Criminal Record Check will be sent directly to the school.

Criminal Record Check applicants who do not have a credit history of at least six months or have not been living in Canada for at least two years will need to get a Volunteer Driver Letter from the school office to take it to your municipal police department.

We greatly appreciate all of our volunteer drivers taking the time to complete this process. For further information, please contact the school office.

**The Criminal Record Review Program verifies identities through an Electronic Identity Verification (EIV) process. It is important to know that the Criminal Records Review Program is not running a credit report; it is only using the EIV to verify the application's identity and to make sure the personal information contained in the criminal record check form is accurate. No information from this process is retained or stored by the Criminal Record Check Program.*

School _____

ADULT
VOLUNTEER DRIVER INFORMATION AND AUTHORIZATION

Name _____	<input type="checkbox"/> Parent <input type="checkbox"/> Teacher <input type="checkbox"/> Other
Surname Given	
If you checked "Parent", name of your son/daughter _____	
Address _____	Postal Code _____
Driver's Licence No. _____	Class (002 or better) _____
DRIVING HISTORY:	
List driving restrictions _____	
List any Motor Vehicle Act offenses for which you have been convicted within the last five years.	

DRIVER'S DECLARATION

IDENTIFICATION	VEHICLE#1	VEHICLE#2	VEHICLE #3
• I will be driving a vehicle(s) owned by _____ who has given me permission to drive the vehicle for this purpose.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
• The vehicle licence number is _____ and is insured for a MINIMUM of \$1,000,000 Third Party Legal Liability.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
• This vehicle has (indicate #) of operating seatbelts for students.	#	#	#

- I have a valid B.C. driver's licence.
- I agree to wear a seatbelt myself, and require all passengers to wear seatbelts in a vehicle required by law.
- I agree to operate the vehicle safely and in a legal manner.
- I authorize the school administrator, on behalf of the District, to obtain a copy of my driver's abstract, if required, from the Motor Vehicles Branch.
- If the vehicle to be used is equipped with an air bag on the passenger side, then no student under 13 shall travel in the front seat.
- A booster seat secured with a shoulder harness must be used when transporting students at least 18kg (40 lbs) until their 9th birthday or they reach 145 cm (4'9") tall, whichever comes first. If a shoulder harness is not available students must be secured with a lap belt only (no booster).
- If I am not a parent/guardian, a family member or a student of the school district, I must submit a criminal record check and driver's abstract to the principal.

I hereby certify that the information given in this application and the documentation attached is correct, complete, and true in every respect. Further, I agree to inform the school administrator of any changes to the information contained in this application during the year.

Volunteer's Signature _____

Date _____

Phone # _____

OFFICE USE ONLY

Signature (School Official receiving form) _____

PRINCIPAL'S DECLARATION

I have reviewed this information and the attached documentation. In accordance with Regulation 1241 and my review, I:

Authorize

Do not authorize this applicant

Principal's Signature _____

Date _____

NOTE: This application must have attached a photocopy of the Driver's Licence and the Vehicle/Registration/Insurance. This information, which will be stored in a secure area, is being collected pursuant to Section 26(c) of the Freedom of Information and Protection of Privacy Act and Section 103(2)(c)(iv)(B) of the School Act. It will be used for the Volunteer Driver Program only.