

Important Information for Volunteer Drivers

As you know, volunteers are an important part of Central Middle School. By generously donating their time and expertise to our school, volunteers support the learning environment for our students. As you also know, 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 submit a Driver's Abstract.** Once completed, this record check is good for five years.

In order to volunteer to drive you will need to do the following:

1. Complete our school's "Volunteer Driver Form" and provide a copy of your Driver's License and insurance. (This is our current process.)
2. 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 or email it to central@sd61.bc.ca
3. Apply online for a Criminal Record Check at <https://justice.gov.bc.ca/eCRC/home.htm>. Use our school's access code: **VJ2RHEKBDV**. 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 and take it to their municipal police department.

We recognize it requires more effort on your part, but we hope you appreciate the increased standard of safety for your children. If you have questions regarding this change, please contact the Principal, Mr. Macintosh at cmacintosh@sd61.bc.ca.

** 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 applicant'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.*