

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.*

School _____

**ADULT
VOLUNTEER DRIVER INFORMATION AND AUTHORIZATION**

Name _____ Parent Teacher 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).
- I must submit a criminal record check and a 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.