

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**" (attached) or a paper copy can be picked up at the school office
2. Provide a copy of your valid Driver's License and Insurance - with minimum \$1,000,000 liability coverage.
3. Contact ICBC to get a copy of your Driver's Abstract. Go to the following link for information on how to obtain the abstract. <https://www.icbc.com/driver-licensing/getting-licensed/Pages/Your-driving-record.aspx> Once you receive your Driver's Abstract, please bring it to the school office or email to central@sd61.bc.ca
4. Apply online for a **Criminal Record Check** at:
<https://justice.gov.bc.ca/criminalrecordcheck>

Use our school's access code: **VJ2RHEKBDV**

The Criminal Records website interfaces with your BC Services Card APP.

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 directly to their Municipal Police Department.

We recognize it requires more effort on your part, but we hope you appreciated the increased standard of safety for your children

** The Criminal Record Review Program verifies identities through an Electronic Identity Verification (EIV) process using BC Services Card. Your BC services Card must be activated to use this online services. It is 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

<u>IDENTIFICATION</u>	<u>VEHICLE#1</u>	<u>VEHICLE#2</u>	<u>VEHICLE #3</u>
• 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	<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	<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 have attached a photocopy of my vehicle registration/insurance and driver's licence.
- I must submit a criminal record check and a driver's abstract to the principal.
- 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 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 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. It will be used for the Volunteer Driver Program only.