

# Volunteers

Volunteers are an important part of our school community. Our school is committed to ensuring student safety. If you are able to help as a Volunteer Driver or School Volunteer please see requirements below.

## PARENT DRIVERS:

- Complete Volunteer Driver Information and Authorization Form (Regulation 3545.2)
- Provide a copy of Driver's License and Vehicle Insurance documents.
- Provide a Driver's Abstract, go to the following ICBC link:  
<http://www.icbc.com/driver-licensing/getting-licensed/Pages/Your-driving-record.aspx>  
You can request for your documents to be emailed or mailed to you or another organization of your choice by phone, mail or fax. Have your driver's licence number ready when you call during office hours (8 a.m. - 5 p.m.)
- Provide a Criminal Record Check\*. Allow a minimum of 3 weeks before school receives your CRC by email from the Ministry of Justice. Apply online at <https://justice.gov.bc.ca/eCRC/home.htm> Use our school's access code: **GB9F6XH7BN**. Your Criminal Record Check will be sent directly to the school by email.  
***Please note:** if you applied through the MINISTRY OF JUSTICE in previous years for a Criminal Record Check and it is currently on file at Frank Hobbs Elementary you do not need to re-apply. Criminal Record checks are valid for 5 years from date of issue.*

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.

**\* 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 VOLUNTEERS:

- If you are interested in volunteering within the school, ie: classroom, library or for special events, please complete a School Volunteer Form located in the brochure holder outside the office or download it our school website found under Parent Information, forms.
- Provide a Criminal Record Check. Allow a minimum of 3 weeks before school receives your CRC by email from the Ministry of Justice. Apply online at <https://justice.gov.bc.ca/eCRC/home.htm> Use our school's access code: **GB9F6XH7BN**. Your Criminal Record Check will be sent directly to the school by email.

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
• 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 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 9<sup>th</sup> 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.