

# 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 Info > Volunteer Info > Volunteer Form.
- 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.