



## **Criminal Record Check Required for Volunteer Drivers**

Volunteers are an important part of our school community. By generously donating time and expertise to our school, parent and other volunteer drivers support learning opportunities for our students, especially transporting students for class fieldtrips and extracurricular sports.

Our school district 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 Driver's Abstract beginning in the fall of 2014.**

If you intend to be a volunteer driver for any fieldtrips, extra-curricular sports events, or other school-related activities, please get the following completed as soon as possible:

- Complete our school's "Volunteer Driver Form" and provide a copy of your Driver's License and insurance.
- 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://www.icbc.com/driver-licensing/getting-licensed/Pages/Your-driving-record.aspx>  
Once you receive your Driver's Abstract in the mail, please bring it to the school office.
- Apply online for a Criminal Record Check at:  
<https://justice.gov.bc.ca/eCRC/>  
Use our school's access code: JLWCUQKVWD (see note at bottom\*). 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 to take it to your municipal police department.

*We greatly appreciate all of our volunteer drivers taking the time to complete this process. For further information, please contact the school office.*

\* 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.

P.T.O.