

## Volunteer Driver Information

Volunteers are an important part of our school community. By generously donating their time and expertise to our school, volunteers support the learning environment for our students.

The Greater Victoria School District has implemented new policies to ensure the safety of students while travelling to and from school field trips and other school events with Volunteer Drivers. The School District now requires all volunteer drivers to complete the following three steps prior to driving students other than their own:

### **1. Complete the Volunteer Driver Form and provide a copy of current Driver's License and Insurance to the Office**

This is the same form that has been used in previous years. This form must be completed each year and updated copies of Insurance and Driver's License must be on file in the Office. Forms will be sent home at the beginning of the school year and are also available at the Office. [Volunteer Driver Form](#)

### **2. Submit a copy of Driver's Record**

Phone ICBC to get a copy of your Driver's Record. The local office phone number is **250-978-8300**. Once you receive your Driver's Record in the mail (this can also be emailed to you by ICBC), please bring it to the school office. **OR**, apply online at <http://www.icbc.com/driver-licensing/getting-licensed/Pages/Your-driving-record.aspx>.

### **3. Complete a Criminal Record Check (CRC)\***

Apply online for a Criminal Record Check at <https://justice.gov.bc.ca/criminalrecordcheck>. Use our school's access code: **2QU6BG3DTV**

***Your Criminal Record Check will be sent directly to the school. The Criminal Record Checks will be valid for 5 years and are valid within SD#61 only.***

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. This process is similar to ones in place in other Districts throughout the province. If you have any further questions please feel free to contact the school's 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.*