



COLQUITZ

MIDDLE SCHOOL

505 Dumeresq Street Victoria, B.C. V8Z 1X3
Telephone: (250) 479-1678 Fax: (250) 479-2752
Student Attendance Line: (250) 479-4313
School Website: www.colquitz.sd61.bc.ca
Email Address: www.colquitz@sd61.bc.ca

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

Our school is committed to ensuring student safety. **With this in mind, anyone who will be working with our students is required to complete a Criminal Record Check (CRC).** If you have a valid CRC from another organization we will accept a copy of that, but otherwise volunteers will have to follow the process outlined below to obtain a CRC free of charge.

- Apply online for a **Criminal Record Check** at <https://justice.gov.bc.ca/eCRC/home.htm>. Use our school's access code: **7ZAHHYE8E6**.* Your Criminal Record Check will be sent directly to the school and it usually takes 10 days to 2 weeks. Please make note of the Reference Number you are given when you complete the CRC application or print off the sheet that confirms you have applied and give a copy to the Colquitz office. (Please note that you will be asked a number of questions relating to banking etc. This is not a credit check - it is just the best way to determine that you are who you say you are).

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 Letter from the school office to take to the municipal police department to get a CRC from them.

* 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.

If you are **not planning to drive** any of our students the only forms we require for volunteers are the CRC and the completion of a one page School Volunteer form that you can get from the office.

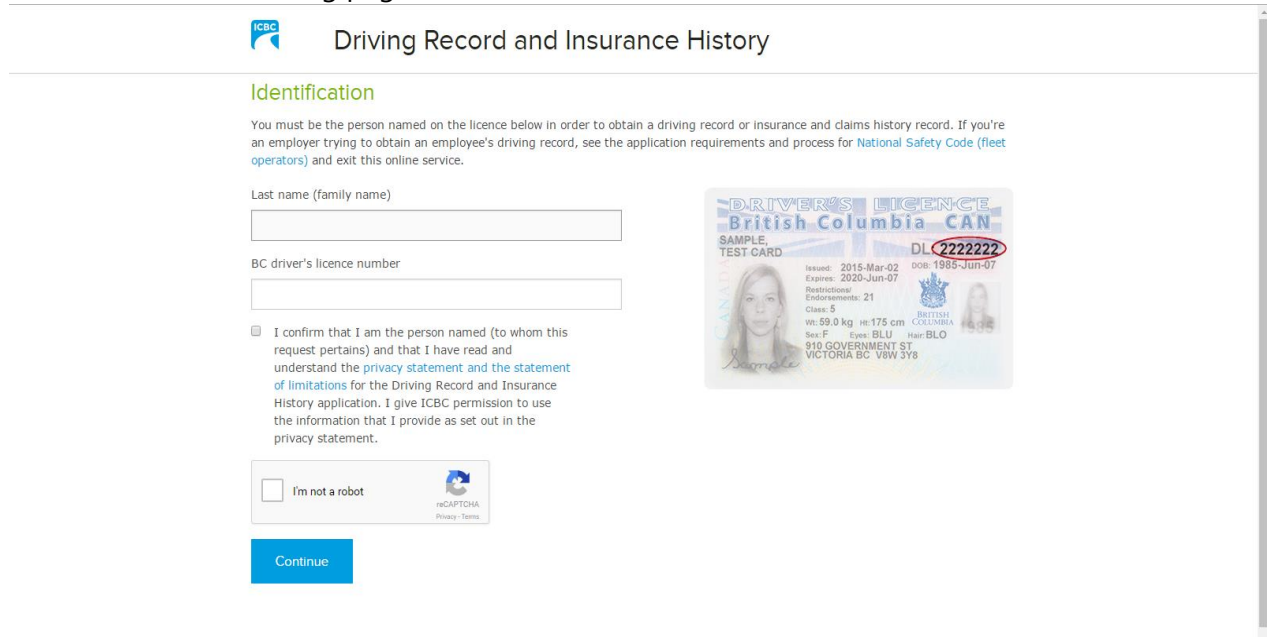
If you are planning to drive any child other than your own, you are required to complete a Criminal Record Check (CRC) and a Driver's Abstract. If you can help with driving students please:

- Complete our school's **2-sided "Volunteer Driver Form" & "School Volunteer Form,"** and provide us with a copy of your **Driver's License** and **Vehicle Insurance. \$1,000,000 Third Party Liability** is required to drive for the school.

Please turn over.....

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- You can phone ICBC or go online to get a copy of your **Driver's Abstract**. The ICBC **phone number** is: 250-978-8300. It usually just takes a few minutes. Have your Driver's License handy and ask them to email results to: jmccord@sd61.bc.ca
- To get a Driver's Abstract **online**, have your driver's license in front of you and go to this website: <https://onlinebusiness.icbc.com/clio/>
- You will see the following page:



The screenshot shows the ICBC website's 'Driving Record and Insurance History' page. The page has a header with the ICBC logo and the title. Below the header is a section titled 'Identification' in green. The text in this section states: 'You must be the person named on the licence below in order to obtain a driving record or insurance and claims history record. If you're an employer trying to obtain an employee's driving record, see the application requirements and process for [National Safety Code \(fleet operators\)](#) and exit this online service.' There are two input fields: 'Last name (family name)' and 'BC driver's licence number'. Below these fields is a checkbox with the text: 'I confirm that I am the person named (to whom this request pertains) and that I have read and understand the [privacy statement](#) and the [statement of limitations](#) for the Driving Record and Insurance History application. I give ICBC permission to use the information that I provide as set out in the privacy statement.' To the right of the text is a sample of a British Columbia Driver's License. The license is for a female, issued on 2015-Mar-02, expires on 2020-Jun-07, and has a DL number of 2222222. Below the license is a reCAPTCHA widget with the text 'I'm not a robot' and a 'Continue' button.

- You will be given an option to fill in 2 different email addresses. Please use the following email address to have it sent to Colquitz: jmccord@sd61.bc.ca. You may also send it to yourself if you like. If you do send it to yourself, you will probably receive it within 5 minutes of finishing the application.

We truly appreciate your support and willingness to help Colquitz staff and students. We also appreciate the time it takes to complete all the required forms. Please feel free to contact the school if you have any questions.