COLQUITZ

MIDDLE SCHOOL

505 Dumeresq St. Victoria B.C. V8Z 1X3
Ph:250-479-1678 Fax:250-479-2752

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).** 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/criminalrecordcheck 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.

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 funding 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 **Volunteer Driver Form** and provide us with a copy of your **Driver's License** and **Vehicle Insurance.**
- **$2,000,000 Third Party Liability** is required to drive for the school.
- You can phone ICBC or go online to get a copy of your **Driver's Abstract.**
- ICBC **phone number** is: 1-604-520-8222 or toll free at: 1-800-910-4222 It usually just takes a few minutes. Have your Driver's License handy and ask them to email results to: colquitz@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/

We appreciate your support and willingness to help Colquitz staff and students.

School_____

ADULT
VOLUNTEER DRIVER INFORMATION AND AUTHORIZATION

Name_____ ☐ Parent ☐ Teacher ☐ Other
Surname Given

If you checked "Parent", name of your child/student_____

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

IDENTIFICATION	VEHICLE#1	VEHICLE#2	VEHICLE #3
• I will be driving a vehicle(s) owned by _____ who has given me permission to drive the vehicle for this purpose.	☐ Yes	☐ Yes	☐ Yes
• The vehicle licence number is_____ and is insured for a **MINIMUM** of $2,000,000 Third Party Legal Liability.	☐ Yes	☐ Yes	☐ 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 9th 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.

SCHOOL VOLUNTEER INFORMATION

School: _____ Date: _____

Name: _____

Address: _____

Telephone: _____ Student's Name: _____

Number of days per month that you wish to volunteer: _____

Areas in which you wish to volunteer:

Driving: _____ Library: _____Classroom: _____ Extra-curricular: _____

Other (please specify) _____

Areas of expertise:_____

Personal and work related character references:

Name: _____

Address: _____

Telephone: _____

Name: _____

Address: _____

Telephone: _____

Have you ever been convicted of a criminal offence for which you have not been subsequently pardoned?

Yes _____ No _____

I agree that the information provided on this form is true and accurate.

_____
Volunteer's Signature

I have reviewed the information on this form.

_____
Principal's Signature

Modification to this document is not permitted without prior written consent from the Greater Victoria School District.