

Changes to Volunteer Driver Documentation - Mrs. Jost

There have been changes to the documentation required by all volunteers who are assisting with driving students for field trips and extra curricular activities. This regulation does not become effective until the Fall of 2014; however, we are encouraging all volunteers to begin the documentation process now as it will take time to complete and in the Fall it will be busier as more volunteers are completing the process. Please see the below for complete information. If you have any questions, please contact the school at 250-479-8293.

Volunteer Drivers IMPORTANT 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.

Northridge is committed to ensuring student safety. With this in mind, beginning in the Fall of 2014, drivers who are volunteering to drive any child other than their own will be required by GVSD Regulation 3545.2 to complete a Criminal Record Check (CRC) and Driver's Abstract.

If you are planning to help with driving students on one or more field trips in the 2014-2015 school year you will need to follow the steps below. As it may take up to several weeks to complete this process and the beginning of the school year will be busy, it is recommended that you begin the process now. The "Volunteer Driver Form" will need to be updated yearly but the Criminal Record Check will only need to be completed every 5 years:

- Complete our school's "Volunteer Driver Form" (even if there is one previously on file) 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://icbc.com/driver-licensing/driving-record>. 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/home.htm>. Use our school's access code: W72A677WZH.* 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.*