



COYOTE CREEK ELEMENTARY SCHOOL
8131 – 156 Street, Surrey, BC V3S 3R4
Phone: (604) 597-0858 Fax: (604) 597-8274
www.surreyschools.ca/coyotecreek

ATTENTION PARENTS:

*****IMPORTANT – PLEASE READ IF YOU PLAN ON DRIVING TO SUPPORT SCHOOL EXCURSIONS*****

New Volunteer Driver Requirements – Surrey Schools

What You Need to Do

- **Complete the Volunteer Driver Application Form** (available at the Katzie office or attached as a PDF to this email)
- **Submit a Criminal Record Check (CRC)**. (Letter from the school is attached)
- **Submit a Driver's Abstract** (your driving history – can be obtained visit the following link <https://www.icbc.com/driver-licensing/getting-licensed/Your-driving-record>)

NOTE: THE SCHOOL IS UNABLE TO PRINT OFF THESE DOCUMENTS FOR YOU. PLEASE HAVE THEM PRINTED AND PREPARED WELL IN ADVANCE OF THE DATE YOU EXPECT TO DRIVE. OUR ADVICE IS TO COMPLETE THESE FORMS EARLY SO THAT WE HAVE NO DELAYS IN GETTING KIDS ON FIELD TRIPS THE MORNING OF THE FIELD TRIP.

Criminal Record Check (CRC)

- **Required by law** for all volunteers who may be alone with students.
- **Staff do not need to submit** a separate CRC – it's part of their employment screening.
- **How to get it:**
 - Soon available online via the **Criminal Records Review Program (CRRP)**.
 - For now, apply for a **Police Information Check (PIC)** at:
 - **Surrey Police HQ** – 14355 57th Ave, Surrey
 - **White Rock residents** – contact local RCMP
 - Bring **2 pieces of ID** (one with photo and address).
 - **PIC is free** with a school-issued **Volunteer Letter** (attached as a PDF to this email)
- **PIC is valid for one school year.** CRCs (once online) will be valid for **up to 5 years**.

Driver's Abstract

- Shows your **5-year driving history**.
- **Free** from ICBC.com. or by clicking on this link: <https://www.icbc.com/driver-licensing/getting-licensed/Your-driving-record>
- Must meet these criteria:
 - **Driver status: Normal**
 - **Max 2 violations** in past 3 years
 - **Max 3 points** in past 3 years

- **No suspensions/prohibitions** in past 5 years

Unfortunately, we must decline your application to drive if you do not meet these requirements.

Novice (“N”) Drivers

- **Discouraged** from volunteering due to:
 - Limited experience
 - Passenger restrictions
- If a student with an “N” licence wants to volunteer, **parental consent is required**

Insurance & Safety

- Vehicle must have **minimum \$1 million third-party liability insurance**.
- School District **does not cover** damage or liability for volunteer vehicles.
- Volunteers must:
 - Drive safely and legally
 - Avoid alcohol, cannabis, or impairing substances
 - Not smoke or vape in the vehicle
 - Avoid using phones while driving
 - Ensure children under 12 **do not sit in front seats with airbags**

Privacy

- All personal info is kept **confidential** and used only for verification.
- Questions? Contact: privacy@surreyschools.ca

Larissa Hillen and Carla Bruce
Principal and Vice Principal,
Coyote Creek Elementary