



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 office or under Resources, then Parents on the school website).
- **Submit a Criminal Record Check (CRC)**. (Letter available at the office or under Resources, then Parents on the school website).
- **Submit a Surrey Police Information Check** form and bring it along with your letter. (available at the office or under Resources, then Parents on the school website).
- **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: 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.
- **Free** with school issued volunteer letter.
- **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).
 - Bring school-issued **Volunteer Letter**.
 - Bring completed **Surrey Police PIC form**
- **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
- Drivers with an “N” license can only transport their own child(ren).

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
 - Not use phones while driving
 - Ensure children under 12 **do not sit in front seats with airbags**
 - Not make any additional stops
 - Not provide any food / beverages to students (allergy concerns)

Privacy

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

Jennifer Snow



Principal,
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