

Volunteer & Volunteer Driver Q&A

Q: Why are criminal record checks required for all volunteer drivers?

A:

Under the Criminal Records Review Act (CRRRA) and Criminal Records Review Program (CRRP), School Boards are mandated to ensure that all school volunteers with the possibility of unsupervised access to minors complete a criminal record check.

Please note: **staff do not need to submit a separate CRC or PIC**, as this is already part of their employment screening.

Q: Where do volunteers obtain a Criminal Records + Vulnerable Sector Check?

A: Soon volunteers will be able to obtain a criminal records check online through the Criminal Records Review Program. We will advise you as soon as the online application is available.

As an interim option, for urgently needed volunteers, volunteers can apply for a Police Information Check through their local police (Surrey Police or RCMP)

- **Surrey residents** can obtain a PIC at the **Surrey Police Service Headquarters**, 14355 57th Avenue, Surrey, BC. For more details, visit: [Police Information Check | Surrey Police](#)
- **White Rock Residents** should contact the RCMP police department in their home community.

Note:

- Volunteers will need a [Volunteer Letter](#) confirming the check is for a school district volunteer role.
- Volunteers must bring **two pieces of government-issued ID**, including one with a photo and proof of current address.

Q: Is there a cost for a PIC?

A: No. Police Information Checks (PICs), including Vulnerable Sector Checks, are free for volunteers. Volunteers must present a current [Volunteer Letter](#) confirming the check is for a school district volunteer role. The template for this letter is available under “**Forms**” in the **Risk Management Staff Portal** on SharePoint. Please put on your school letterhead.

Q: How long is a PIC valid?

A: Since the PIC is an interim measure, the PIC will be valid for the current school year only.

Once the **new centralized online Criminal Record Check (CRC) process** is implemented, CRCs will be valid for **up to five years**.

Volunteers who obtained a PIC prior to the new online process must complete a CRC at the start of the next school year.

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Q: Where can volunteers obtain a Driver's Abstract, and is there a cost?

A: Driver's Abstracts (also called driving record) is available **free of charge** through the ICBC website. Volunteers will receive their abstract by email. Detailed instructions are included in the **Volunteer Information Package**.

Q: How is a Driver's Abstract assessed for eligibility?

A: To qualify as a volunteer driver, the abstract must show:

1. **Driver Status:** Normal
2. **No more than two Motor Vehicle Act violations** in the past three years
3. **No more than three points** in the past three years
4. **No suspensions or prohibitions** in the past five years

Q: Do staff need to complete the Volunteer Driver Application and provide a Driver's Abstract?

A: Yes. **All volunteer drivers**, including staff, must complete the **Volunteer Driver Application** and submit a **Driver's Abstract**.

Q: Where can we find the updated Volunteer Driver Application Form?

A: The updated form is available under "**Forms**" in the **Risk Management Staff Portal** on SharePoint:

 [Volunteer Driver Application Form – All Schools.pdf](#)

Please note: There is now **one unified form** for both elementary and secondary schools.

Q: Should we retain copies of volunteers' driver's licences or insurance documents?

A: No. To ensure volunteer privacy these documents are reviewed **only** to complete the Volunteer Driver Application.

Do not make or retain copies after the review is complete.