

VOLUNTEER DRIVER PROCESS

EXPRESS INTEREST

- Inform school staff you'd like to volunteer as a driver
- Receive the Volunteer Driver Information Package and Application Form from your school office

APPLY FOR CRIMINAL RECORD CHECK (CRC)

- Fill out the [CRC Initial Form](#)
- Wait for email from PSSG Security Programs Division
- Complete CRC using BC Services Card App (preferred)
- OR
- Visit Surrey Schools HR Office in person with 2 pieces of ID if unable to use the app
- Refer to Volunteer Driver Information Package for detailed CRC instructions

OBTAIN DRIVER'S ABSTRACT

- Visit [ICBC.com](https://www.icbc.com)
- Request Driver's Abstract & download from email
- To be eligible to be a volunteer driver in Surrey:
 - Driver Status: Normal/Hold
 - No more than 2 violations in the last 3 years
 - No more than 3 points in the last 3 years
 - No suspensions/ prohibitions in last 5 years
 - Abstract issued within 30 days of submission

SUBMIT APPLICATION

- What to bring to the school
- Completed Volunteer Driver Application Form
 - Driver's Abstract/Driving Record
 - Valid BC driver's license
 - Vehicle insurance papers showing:
 - BC registration
 - Minimum \$1M third-party liability coverage

REVIEW & APPROVAL

- HR sends confirmation email to you and your school with CRC result showing either Cleared/ Not Cleared
- School contacts you with final approval

PRIVACY

- All personal data used solely for volunteer driver verification and managed per Privacy Policy (FOIPPA s.26(c)).
- The district receives CRC results as "Cleared" or "Not Cleared" only; no details of infractions are shared. In the event of a "Not Cleared" result, Principal at site will be notified to communicate with Volunteer.

COMMUNICATION Watch for emails from volunteerchecks@surreyschools.ca for CRC updates.

NOVICE DRIVERS (Class 7) Special considerations apply — please contact your school.