

### **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
- 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 <u>volunteerchecks@surreyschools.ca</u> for CRC updates.

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