

SCHOOL DISTRICT NO. 36 (SURREY)

VOLUNTEER DRIVER APPLICATION FORM

This form must be completed before transporting students and remains valid until the start of the next school year.

STEP 1 - APPLICANT INFORMATION | *To be completed by the volunteer driver*

Application for School Year: 20 - 20	School Name(s)
Volunteer Driver Name	
Student Name(s) & Relationship to Volunteer	
Residential Address	
Mobile Phone	Email Address
Applicant Type (check one): ☐ Parent/Guardian ☐ Staff ☐ Student ☐ Other:	

STEP 2 - VEHICLE INFORMATION | *To be completed by the volunteer driver*

Primary Vehicle	Secondary Vehicle (Optional)
Registered Owner	Registered Owner
Owner Address	Owner Address
Make / Model / Year	Make / Model / Year

STEP 3 - SCHOOL STAFF VERIFICATION | *Office use only - staff to complete*

Criminal Record Check (CRC): ☐ Cleared ☐ N/A (Staff) ☐ N/A (Student)			School Staff Initials
Verification Item	Primary Vehicle	Secondary Vehicle (if applicable)	
Driver's Licence Number	DL #:	N/A	
Licence Plate Number	Plate #:	Plate #:	
Insurance Documentation Reviewed (Minimum \$1 M Third Party Liability Confirmed)	☐ Confirmed	☐ Confirmed ☐ N/A	

STEP 4 - PRINCIPAL / VICE-PRINCIPAL APPROVAL | *Principal/Vice-Principal use only*

Verification Item	Status / Date		Initials
Driving Record (Driver's Abstract)	☐ Reviewed Record Date (YY/MM/DD):		
Approval to Volunteer Drive	☐ Approved		

STEP 5 - DRIVER ACKNOWLEDGEMENT | *To be read and signed by the volunteer driver*

As a volunteer driver for Surrey Schools, I agree to:

☐ Provide a safe, roadworthy vehicle licensed and registered in British Columbia.	☐ Refrain from cellular device use while driving.
☐ Hold a valid British Columbia driver's licence for the vehicle being driven.	☐ Complete any required volunteer driver orientation.
☐ Follow instructions from the Educator-in-Charge of the field study.	☐ Promptly report incidents and accidents to the School District.
☐ Operate the vehicle safely and in compliance with applicable laws.	☐ Ensure students aged 12 or under do not occupy front seats with active airbags.
☐ Provide a smoke-free and vape-free environment while transporting students	☐ Verify proper use of seat belts and passenger restraints for all occupants.
☐ Maintain zero blood-alcohol content and abstain from impairing substances when driving students.	☐ Advise district staff promptly if unable to comply with these requirements.

By signing below, I acknowledge and agree to comply with all Volunteer Driver responsibilities listed above.

Insurance Notice: In the event of a vehicle accident while on school district business, insurance claims are handled pursuant to the coverage carried on the vehicle involved. **The School District does not provide physical damage insurance** or primary liability coverage for volunteer or employee vehicles used for board-related business. In accordance with AP 516 - Personal Property Brought to School District Premises, the School District does not accept responsibility for loss, damage or theft of personal property belonging to students, employees, or volunteers. Personal property left in vehicles is at the owner's risk.

Privacy Notice: Personal information collected on this form is used to assess eligibility and approve participation as a volunteer driver. Questions about the collection of personal information may be directed to privacy@surreyschools.ca. This information is collected by the School District **under s.26(c) of the Freedom of Information and Protection of Privacy Act**.

Important: If you are charged or convicted of a criminal and/or motor vehicle offence after submission of this form, immediately report this to the Principal or Manager at your school or site. A new Criminal Record Check and/or Driver's Abstract may be required.

SIGNATURES

Volunteer Driver Signature _____	Date
Principal/Vice-Principal Signature _____	Date