

Volunteer Drivers

Thank you for volunteering with Surrey Schools. As our shared priority is to ensure student safety, Surrey Schools requires that all volunteers participating in school-related activities, whether employee, community member or parent volunteers, complete an application form and provide a drivers abstract and a criminal record check.

Volunteers play a crucial role in fostering a vibrant school community. We sincerely appreciate your understanding of our volunteer application process, dedication to student safety, and the generous donation of your time. Your efforts provide students with invaluable opportunities that may not otherwise be available to them.

Should you have any inquiries or need further assistance regarding the requirements outlined in this document, please don't hesitate to reach out to your school's office.

Criminal Record Checks:

Under the Criminal Records Review Program (CRRP), School Boards are mandated to ensure that all school volunteers with the potential for unsupervised access to minors complete a criminal record check. The School District appreciates your understanding that requesting this check is both a legal requirement and part of our commitment to student safety. Recognizing that there may be sensitivities around providing such information, the School District assures confidentiality.

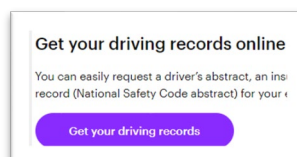
Drivers' Abstract:

A drivers' abstract is a record of an individual's five-year driving history. BC residents can quickly and easily obtain a free copy of their drivers' abstract at [Driving record \(icbc.com\)](https://www.icbc.com) by following the steps outlined below.

Obtaining a Drivers' Abstract:

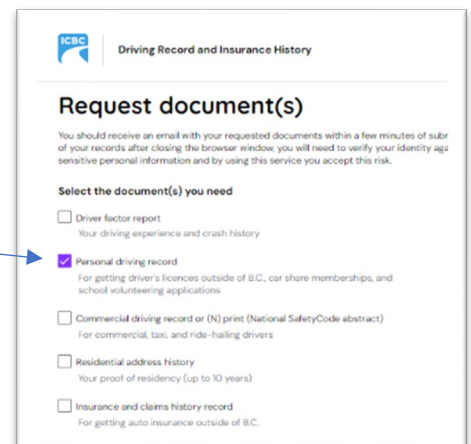
Step 1: Go to [ICBC.com](https://www.icbc.com) and on the top tab bar hover over "Driver Licencing & ID" and select "Your Licence" from the drop-down menu. Next, in left-side menu bar, select the tab labelled "Your driving record".

Step 2: Click on the purple button labelled "Get your driving records".



Step 3: Enter in your Name and BC driver's licence number and select "Personal driving record".

Step 4: ICBC will send the drivers' abstract in a PDF to your specified email address which you may print and submit to the school office.



ICBC | Driving Record and Insurance History

Request document(s)

You should receive an email with your requested documents within a few minutes of submitting your request. After closing the browser window, you will need to verify your identity against sensitive personal information and by using this service you accept this risk.

Select the document(s) you need

- ☐ Driver factor report
Your driving experience and crash history
- ☒ Personal driving record
For getting driver's licences outside of B.C., car share memberships, and school volunteering applications
- ☐ Commercial driving record or (N) print (National Safety Code abstract)
For commercial, taxi, and ride-hailing drivers
- ☐ Residential address History
Your proof of residency (up to 10 years)
- ☐ Insurance and claims history record
For getting auto insurance outside of B.C.

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Surrey Schools – 14033 92nd Avenue, Surrey, B.C. V3V 0B7
Tel: (604) 595-6300 www.surreyschools.ca



Novice (“N”) Drivers



Surrey Schools discourages individuals with Novice licenses from applying as volunteer drivers because of their limited driving experience and licence restrictions, which allow them to transport only one passenger. Furthermore, School Board policy requires obtaining written consent from the parents of any child who will be transported by a Novice driver.

If you are interested in having your child drive as a volunteer, please reach out to school staff for assistance.

Document Retention and Privacy Policy:

All personal information collected as part of your application will be securely stored, used exclusively for the volunteer driver verification process, and kept confidential in accordance with s.26(c) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of personal information, please contact: privacy@surreyschools.ca.

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