

Volunteer - Information Package

Thank you for volunteering with Surrey Schools. Volunteers play a crucial role in fostering a vibrant school community. We appreciate your commitment to student safety and your willingness to share your time and talents with our school communities. Your efforts provide students with invaluable opportunities that may not otherwise be available to them.

As our shared priority is student safety, Surrey Schools requires that volunteers working with children during school-related activities, including employees, community members, parents, or guardians, complete a Criminal Record Check (CRC). This guide is here to support you with obtaining the required information.

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

Criminal Record Checks (CRCs)

Under the Criminal Records Review Program (CRRP), school boards are mandated to ensure that all school volunteers who work with children directly or may have unsupervised access to children complete a CRC.

We recognize that providing a criminal record check may be sensitive. Please be assured that the process is confidential and supports both our legal obligations and commitment to student safety. **Please note:** CRC results received by the district only indicate whether an individual is “cleared” or “not cleared”. They do not include details of any offenses or infractions.

Obtaining a Criminal Record Check – Surrey Schools

To complete a Criminal Record Check (CRC) for Surrey Schools, please follow the steps below:

Step 1: Complete the Initial Form

- Use this link to access and complete the form: [CRC volunteer form](#) or QR Code



Once submitted, your school site is notified. Your request will be submitted to the Criminal Records Review Program (CRRP).

Surrey School District 14033 92 Avenue, Surrey, BC V3V 0B7

| www.SurreySchools.ca

We respectfully acknowledge that Surrey Schools resides on the traditional, unceded, and shared territories of Coast Salish peoples: The q'icəy'—Katzie, the q'w'a:ḥá'ən—Kwantlen and the SEMYOME — Semiahmoo First Nations: the stewards of this land since time immemorial.



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Step 2: Complete the Online Criminal Record Check

- You will receive an email from the PSSG Security Programs Division with instructions to complete your CRC online. Please allow a few days for this email to arrive and check your junk mail if you haven't received it.
- Use the link provided in the email to begin the process (links **expire** after **14 days**). If your link expired, email volunteerchecks@surreyschools.ca to request a new one.
- You will be prompted to choose a login method.

Preferred Method: Use the BC Services Card Login

- You must have the BC Services Card App to verify your identity and complete the process this way. If you don't have the BC Services Card App you can download it.
- Instructions for downloading and setting up the app are available here: [BC Services Card Setup Guide](#)
- The app is compatible with:
 - iPhone/iPad (iOS 13 or later)
 - Android devices (version 6.0 or later)
- Once you set up your BC Services Card login and verify your identity through the app, you should return to the CRC link sent by PSSG Security Programs to complete your Criminal Record Check request.

If You Cannot Use the BC Services Card

- You still complete the application online, however, you will need to visit the District Education Centre in person to verify your identity.
- After submitting your application, you will receive an email from SD36 asking you to come to the District Office in person to verify your ID.

📍 District Education Centre (Human Resources Reception)
14033 92nd Ave, Surrey, BC V3B 1X7

🕒 Hours: Monday–Friday, 8:00 AM – 4:00 PM

- Bring two pieces of government-issued ID for verification.

Please Note: District staff cannot complete or submit applications on your behalf —they only verify your identification in person if you are **not** using the BC Services Card app.

Step 3: Confirmation

- Once your CRC is complete, you and your school site will receive a confirmation email.

Note: Criminal Record Checks are valid for five years. When your CRC expires, you will be contacted to confirm if a new check is needed and to initiate the process if required. If a volunteer is charged or convicted of an offense within the 5-year period, they are required to inform the Manager or Principal at the volunteer site. A new check may be required.

Accepted Government Issued IDs are:

Primary ID (must be photo ID issued by a Canadian government or agency with)

- BC Driver's Licence (BCDL)
- BC Services Card (or combined BCDL and BC Services Card — counts as one piece of ID)
- Canadian Passport
- Permanent Resident Card
- Citizenship Card (only if issued in the last 10 years)

Secondary ID (can be non-photo, but must match name and date of birth on primary ID)

- Birth Certificate (issued by a Canadian province)
- Immigration documents (e.g., IMM 1000, Certificate of PR Status)
- Canadian Citizenship Certificate (new style with full name and date of birth)
- Canadian Visitor Visa/Work Permit (only if affixed to a foreign passport)

Volunteer Criminal Record Check FAQ

Q. How Long does a Criminal Record Check (CRC) clearance last?

A. A CRC is valid for 5 years. If a volunteer is charged or convicted of an offense within the 5-year period, they are required to inform the Manager or Principal at the volunteer site. A new check may be required.

Q. How much does a Criminal Record Check cost?

A. A volunteer CRC is free of charge.

Q. How long does it take to process and receive a clearance?

A. Volunteer CRCs can take several weeks to process. In many cases, they are completed within one week. Volunteers are encouraged to apply for a CRC at the beginning of the school year if they anticipate volunteering at any time during the year. **Please Note:** You cannot begin volunteering until you receive a clearance email and the school has also approved your application.

Q. Will I need to provide my fingerprints?

A. The CRRP conducts a check on every volunteer processed through the program; however, only those who share a similar combination of name or date of birth as a record of a suspected sex offender will be requested to provide fingerprints. If an individual is flagged for fingerprinting, the CRRP will issue a Fingerprint Request Letter directly to the applicant. Surrey Schools will **not** be notified of the request.

Q. If I'm a staff member, do I need to complete a criminal record check to volunteer?

A. New CRCs are not required for staff, as these have already been completed for all school district employees.

Q. Can I get a copy of my criminal record check?

A. Under the Criminal Records Review Program we cannot provide copies of the criminal record checks.

Q. Can I share my CRC from another organization with the school district?

A. Yes, if the other organization is registered with the Criminal Records Review Program (CRRP) and your existing clearance is eligible for sharing (e.g. has not expired). **Please Note:** Surrey Schools cannot accept a paper copy of a previous CRC. If you select the BC Services app option and have previously completed a CRC with another organization, there is an option for you to share the CRC with SD36. To learn whether your existing CRC clearance can be shared with Surrey Schools, and for instructions on how to submit a sharing request, visit: [Submit a sharing request for a criminal record check clearance.](#)

Volunteer Drivers: Additional Requirements

In addition to criminal record checks (CRCs), all volunteers who transport students as part of their volunteer activities are required to provide a **driver's abstract** and complete a **Volunteer Driver Application** form, in accordance with Surrey Schools [Administrative Procedure 410 – Volunteer Drivers](#).

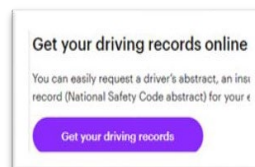
Driver's Abstract

A driver's 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.

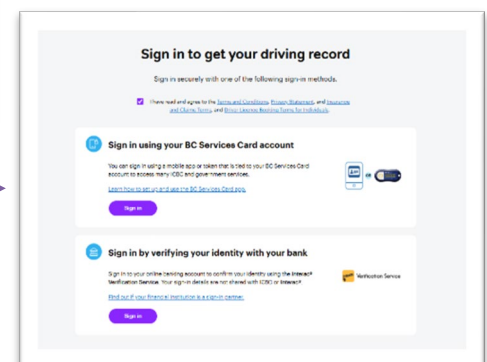
Obtaining a Driver's Abstract:

Step 1: Go to [ICBC.com](https://www.icbc.com) and scroll down to "Driver Licensing & ID" and click "Get your driving record".

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



Step 3: Sign in securely with one of the following sign-in partners.



Step 4: Select "Personal driving record" and years of claims history as "5 years".

Step 5: ICBC will send the drivers' abstract in a PDF to your specified email address which you may print and submit to the school office.

A screenshot of a form titled "Select the document(s) you need". It has several checkboxes: "Driver factor report" (unchecked), "Personal driving record" (checked), "Commercial driving record or (N) print (National SafetyCode abstract)" (unchecked), "Residential address history" (unchecked), and "Insurance and claims history record" (unchecked). Below these is a section for "Years of claims history" with a dropdown menu set to "5 Years". Red boxes highlight the "Personal driving record" option and the "Years of claims history" section.

What to Bring to School

Volunteers who will be transporting students must provide the following documentation:

- A copy of a driver's abstract issued within the last 30 days.
- Valid BC driver's licence.
- Proof of BC vehicle registration and insurance with at least \$1 million third-party liability insurance coverage for the vehicle being used.

Novice ("N") Drivers

N While individuals with a Novice licence are not prohibited from volunteering as drivers, please be aware that:

- Licence restrictions limit Novice drivers to transporting only one passenger.
- School Board procedures require written parental consent for any child being transported by a Novice driver.

Due to these limitations, schools consider these factors carefully when reviewing Novice licence holder applications. If you're interested in having your child volunteer as a driver, please contact school staff for further guidance. **Please note:** Student drivers must provide a driver's abstract.

Automobile Insurance

In the event of a vehicle accident while on school district business, insurance claims are satisfied pursuant to the terms of the insurance 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 school board-related activities.

Volunteer Driver FAQ

Q. Who needs a Driver's Abstract?

A. All volunteers, including student and staff volunteer drivers.

Q. How long is a driver's abstract valid?

A. A new driver's abstract is required for each school year. It is valid from the date it is submitted until the beginning of the next school year.

Q. How are volunteer driver's abstracts evaluated?

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

1. **Driver Status: Normal/Hold**
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**

If a motor vehicle violation occurs during the school year that affects your eligibility, notify the school promptly and discontinue volunteer driving duties.

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Privacy Policy

Personal information collected as part of your application will be securely handled, used exclusively for the volunteer 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.