



Glanford Middle School

4140 Glanford Avenue

Victoria, B.C. V8Z 4A8

Phone: (250) - 479-7179 Fax: (250) 479-4629

Dear Parents,

Volunteers are an important part of our school community. By generously donating their time and expertise to our school, volunteers support the learning environment for our students.

Our school is committed to ensuring student safety. **With this in mind, drivers who are volunteering to drive any child other than their own for a Glanford Middle School event will be required to complete a Criminal Record Check (CRC) and Driver's Abstract.**

It would be most helpful for GMS parents/grandparents to:

1. Complete our school's "Volunteer Driver Form" and provide a copy of their Driver's License and insurance.
2. Phone ICBC at (250) 978-8300 or 1-800-950-1498 to get a copy of your Driver's Abstract. Hours of operation are 8:00 am to 7:00 pm Monday to Friday and 9:00 am to 5:00 pm Saturdays. Request to have your Driver's Abstract faxed to the school directly, or bring your mailed copy to the school office to have copied. The Driver's Abstract is valid for 5 years, unless the driver's licence expires during that time, upon which an updated abstract is required.
3. Apply online for a Criminal Record Check at: <https://justice.gov.bc.ca/criminalrecordcheck>
Use our school's access code: N53UXMPYV2
Your Criminal Record Check will be sent directly to the school and is valid for 5 years.

Of the requirements listed #1 and #2 have always been in place at GMS. The third requirement is new. Criminal Record Check applicants who do not have a credit history of at least six months or have not been living in Canada for at least two years will need to get a Volunteer Driver Letter from the school office to take to your municipal police department.

We greatly appreciate all of our volunteer drivers taking the time to complete this process and would not be able to plan and offer the many field trips each year if it were not for you. For further information, please contact the school office.

Yours truly,

Jason Johnson

Jason Johnson
Principal

* The Criminal Record Review Program verifies identities through an Electronic Identity Verification (EIV) process. It is important to know that the Criminal Records Review Program is not running a credit report; it is only using the EIV to verify the applicant's identity and to make sure the personal information contained in the criminal record check form is accurate. No information from this process is retained or stored by the Criminal Record Check Program.

School _____

ADULT
VOLUNTEER DRIVER INFORMATION AND AUTHORIZATION

Name _____ ☐ Parent ☐ Teacher ☐ Other
Surname Given

If you checked "Parent", name of your son/daughter _____

Address _____ Postal Code _____

Driver's Licence No. _____ Class (002 or better) _____

DRIVING HISTORY:

List driving restrictions _____

List any Motor Vehicle Act offenses for which you have been convicted within the last five years.

DRIVER'S DECLARATION

IDENTIFICATION	VEHICLE#1	VEHICLE#2	VEHICLE #3
• I will be driving a vehicle(s) owned by _____ who has given me permission to drive the vehicle for this purpose.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
• The vehicle licence number is _____ and is insured for a MINIMUM of \$1,000,000 Third Party Legal Liability.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
• This vehicle has (indicate #) of operating seatbelts for students.	#	#	#

- ☐ I have a valid B.C. driver's licence.
- ☐ I agree to wear a seatbelt myself, and require all passengers to wear seatbelts in a vehicle required by law.
- ☐ I agree to operate the vehicle safely and in a legal manner.
- ☐ I have attached a photocopy of my vehicle registration/insurance and driver's licence.
- ☐ I must submit a criminal record check and a driver's abstract to the principal.
- ☐ If the vehicle to be used is equipped with an air bag on the passenger side, then no student under 13 shall travel in the front seat.
- ☐ A booster seat secured with a shoulder harness must be used when transporting students at least 18kg (40 lbs) until their 9th birthday or they reach 145 cm (4'9") tall, whichever comes first. If a shoulder harness is not available students must be secured with a lap belt only (no booster).

I hereby certify that the information given in this application and the documentation attached is correct, complete, and true in every respect. Further, I agree to inform the school administrator of any changes to the information contained in this application during the year.

Volunteer's Signature _____

Date _____

Phone # _____

OFFICE USE ONLY

Signature (School Official receiving form) _____

PRINCIPAL'S DECLARATION

I have reviewed this information and the attached documentation. In accordance with Regulation 1241 and my review, I:

☐ Authorize

☐ Do not authorize this applicant

Principal's Signature _____

Date _____

NOTE:

This information, which will be stored in a secure area, is being collected pursuant to Section 26(c) of the Freedom of Information and Protection of Privacy Act. It will be used for the Volunteer Driver Program only.