



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,

Vicki Roberts

Vicki Roberts
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.

