

## Volunteer Drivers

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.

Lake Hill School is committed to ensuring student safety. With this in mind, drivers who are volunteering to drive any student other than their own child are now be required to complete a Criminal Record Check (CRC) and Driver's Abstract. This change (which began in the fall of 2014) is in line with other school districts in the province.

If you can help by becoming a volunteer driver please:

- ✓ Complete our school's "Volunteer Driver Form" and provide a copy of their Driver's License and insurance. The Volunteer Driver Form is attached. (this is the same as in past years)
- ✓ Phone ICBC at 1-800-663-3051 or go to the following website to get a copy of your driver's abstract: <https://onlinebusiness.icbc.com/cli/> . Once you receive your Driver's Abstract, please bring it to the school office. (this is new)
- ✓ Apply online for a Criminal Record Check at <https://justice.gov.bc.ca/eCRC/home.htm>

You will need to use our school's access code: **XBKCMD5V5J (this is new)**

Your Criminal Record Check will be sent directly to the school.

**The Driver's Abstract and the Criminal Record Check only need to be done once every 5 years**

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 it to your municipal police department. We have these on hand and ready to go.

We greatly appreciate all of our volunteer drivers taking the time to complete this process. For further information, please contact the school office.

\* 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.