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October 19, 2021

Dear Parent/Guardian:

Volunteers are an important part of our school community. By generously donating your 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 will be required to complete a Criminal Record Check (CRC) and Driver’s Abstract online. (Please know this process does not take long)**

If you are interested in volunteering please:

* Complete our school’s “Volunteer Driver Form” and provide a copy of their Driver’s License and insurance.
* Please visit the below link that will take you directly to the ICBC website to get a copy of your Driver’s Abstract. [**https://www.icbc.com/driver-licensing/getting-licensed/Pages/Your-driving-record.aspx**](https://www.icbc.com/driver-licensing/getting-licensed/Pages/Your-driving-record.aspx) Once you receive your Driver’s Abstract, please email it to jstandish@sd61.bc.ca.
* Apply online for a Criminal Record Check at [**https://justice.gov.bc.ca/eCRC/home.htm**](https://justice.gov.bc.ca/eCRC/home.htm). Use our school’s access code: **6C5VVFM43Q**. Your Criminal Record Check will be sent directly to the school.

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 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*.*

Sincerely,

Gautam Khosla

Principal