



## Mount Douglas Secondary Volunteer Drivers

Our school is committed to ensuring student safety. With this in mind, all drivers who are volunteering to drive any child other than their own will be required to complete the following documentation

If you can help as a volunteer driver our district requests:

1. Complete our School District's "Volunteer Driver Information and Authorization Form"
2. Provide a copy of your Driver's License
3. Provide a copy of your current insurance for the vehicle you will be using including a minimum of \$2,000,000 in Third Party Liability Coverage.
4. Obtain your drivers Record from ICBC on-line at <https://onlinebusiness.icbc.com/cli/>  
You will receive the record by email. Please print a copy of your record for the office or email it to us at [mtdouginfo@sd61.bc.ca](mailto:mtdouginfo@sd61.bc.ca)
5. Apply online for a Criminal Record Check. If you have a BC Services Card all set up, go to <https://justice.gov.bc.ca/criminalrecordcheck> . If you do not have your BC Services Card set up you will need to use the Electronic Identity Verification (EIV) prior to a criminal records review. <https://www2.gov.bc.ca/gov/content/safety/crime-prevention/criminal-record-check/electronic-identity-verification-eiv> .

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 and 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.

*\*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 applicants identity and to make sure the personal information contained in the CRC form is accurate. No information in this process is retained or stored by the Criminal Record Check Program.*

