Staff Support Guide: Volunteer Applications

As part of our commitment to ensuring student safety, the school district now requires all volunteers participating in school-related activities, whether employees, community members, parents or guardians, to provide a criminal record check.

Criminal Record Checks (CRC):
Under the Criminal Records Review Program (CRRP), School Boards are mandated to ensure that all school volunteers with the possibility of unsupervised access to minors complete a criminal record check. Any questions regarding Criminal Record Checks can be directed to volunteerchecks@surreyschools.ca.

If you have an individual that would like to volunteer at your school site, please provide them Volunteer – Information Package.

Step 1: Volunteer to Complete the Initial Form

- Volunteer to use link or QR code to access and complete the form: CRC volunteer form
- Once submitted, the form is sent to the Human Resources (HR) department, and your school site is copied.
- HR will then submit criminal record check request to the Criminal Records Review Program (CRRP).

Step 2: Complete the Online Criminal Record Check

- Volunteer will receive an email from the PSSG Security Programs Division with instructions to complete their CRC online.
- Volunteer will be prompted to choose a login method.
  Preferred Method: Using the BC Services Card Login
  - Volunteers must have the BC Services Card App to verify your identity and complete the process this way

If they don't have the BC Services Card App if can be download:

- Instructions for downloading and setting up the app are available here: BC Services Card Setup Guide
- The app is compatible with:
    - iPhone/iPad (iOS 13 or later)
    - Android devices (version 6.0 or later)

Step 3: If the Volunteer Cannot Use the BC Services Card

- They may continue the application online, however, will be required to visit the HR department in person
- Once submitted, the volunteer will receive an email from SD36 HR advising them to come to the District Office in person to verify your ID.
    - District Education Centre
      14033 92nd Ave, Surrey, BC V3B 1X7
    - Hours: Monday–Friday, 8:00 AM – 4:00 PM
- Volunteer will need to bring two pieces of government-issued ID for verification (list of acceptable ID is in the Volunteer Package)

Step 4: Confirmation

- Once the CRC is complete, HR will send a confirmation email to volunteer and copy school site.

Step 5: Annual Volunteer Check-In

- Each year, HR will email all volunteers to confirm if they plan to continue volunteering.
- This will automatically update the shared spreadsheet so on those active will show
- Note: Criminal Record Checks are valid for five years.
  In the fifth year, HR will contact volunteer to confirm if a new check is needed and initiate the process if required.

Staff Support Guide: Volunteer Drivers' Applications

In addition to CRCs, driver volunteers are required to provide a driver's abstract and complete a Volunteer Driver Application form.

Volunteer Driver Process in Schools:
In order to provide sufficient time for volunteer drivers to complete the required information, it is highly recommended that the process of seeking volunteer drivers is initiated at the start of each school year. For each prospective driver you will want to provide them with:

1. Volunteer Driver Information Package
2. Volunteer Driver Application Form

Please Note: Parents independently transporting only their **own children**—outside of school-arranged transportation—are not required to complete a volunteer driver application. In these cases, it is recommended that the school obtain a brief email from the parent confirming that they are personally arranging transportation for their child.

Driver's Abstract (Driving Records)
All volunteer drivers are required to provide a driver's abstract in accordance with School Board Policy. A driver's abstract is a record of an individual's five-year driving history. Applicants can easily and quickly obtain a free copy of their drivers abstract at Driving record (icbc.com) by following the steps outlined in the Volunteer Drivers' Information Package.

Evaluating Driver's Abstracts for Eligibility
For an applicant to qualify as a volunteer driver, the abstract must show:

1. Driver Status: Normal
2. No more than two Motor Vehicle Act violations in the past three years
3. No more than three points in the past three years
4. No suspensions or prohibitions in the past five years

Ensure that driver abstracts are issued **within 30 days** prior to volunteer driver application review. The issuance date is displayed in multiple locations on the abstract document.

Novice ("N") Drivers

The school district discourages individuals with a Novice (Class 7) licence from applying to serve as volunteer drivers. This is due to their limited driving experience and the restrictions placed on their licence under the Provincial Graduated Licensing Program, which include:

- Zero tolerance for alcohol or drugs while driving
- Mandatory display of the "N" sign on the rear of the vehicle
- No use of hand-held or hands-free electronic devices while driving
- Passenger restrictions: Only one passenger who is not an immediate family member

Approval of Novice Drivers

If a principal chooses to approve a volunteer driver application from a Novice licence holder, the following conditions must be met:

- Written, formal consent must be obtained from the parent(s) of any student who will be transported by the Novice driver
- The Novice driver must be reminded to review and comply with all licence conditions prior to beginning any volunteer driving duties

Volunteer Driver Insurance Requirements

Volunteers must carry a minimum of $1 million in primary liability insurance on any vehicle used for volunteer driving purposes.

The school district's insurer provides excess liability coverage above the $1 million threshold. However, this coverage only applies while the volunteer is actively performing assigned duties related to their volunteer role. Please note:

- The district and its insurer do not cover physical damage to volunteer vehicles.
- Personal belongings left in vehicles or on school property are also not covered.
- Any claims related to vehicle damage or personal items must be handled through the volunteer's own insurance provider

Confidentiality

All personal information collected during the volunteer application process must be handled with the highest level of care and used **solely for verification purposes**.

Confidentiality includes:

- Secure storage of the volunteer driver application form.
- Ensuring that driver's abstract details and Criminal Record Check (CRC) status are not discussed, except when necessary with **school administrator(s)**.

Volunteer Driver Insurance FAQ

Q: Do staff need to complete the Volunteer Driver Application Form and provide a Driver's Abstract?

A: Yes. All volunteer drivers, including staff and student drivers, must complete the Volunteer Driver Application form and submit a Driver's Abstract.

Q: If the volunteer applicant's name is not listed on the vehicle's insurance documentation, can they still use the vehicle for volunteer duties?

A: Yes—provided the applicant can present:

- Valid proof of insurance showing the vehicle is registered in BC and carries $1 million in primary liability coverage, and
- A valid BC driver's licence.

Please note: Letters of Financial Responsibility are not accepted as proof of insurance. If a vehicle is insured under a garage liability policy, contact Risk Management for guidance.

Q: Should we retain copies of volunteer documents?

A: **Only** the signed Volunteer Driver Application Form is retained. To protect volunteer privacy, supporting documents—the driver's abstracts, licences, and insurance papers—are reviewed solely to complete the application form and are then either returned to the applicant or securely destroyed.

Q: How long is the Volunteer Driver Application Form retained?

A: Volunteer driver application form is retained for the current year, plus one year, in accordance with School Board Procedure 5701.2 - Destruction of District Records.