



SCHOOL VOLUNTEER INFORMATION

The School District policy and regulations regarding parent volunteers in schools and parent drivers require the following to be completed and submitted at the school office:

- Volunteers working with students - Criminal record Check (CRC) .
- Volunteer Drivers - CRC, valid insurance with a minimum of \$2,000,000, Driver's license and Driver's Abstract.

Criminal Record Checks for Volunteers *The School District requires a new Criminal Record Check every 5 years.

Checks are done through the Ministry of Security, NOT the RCMP. All volunteers working alone with students, including Parent Driver's, must obtain a valid Criminal Record Check (CRC) clearance letter.

- Give your school secretary your first name, last name and email address. She will forward it to Human Resources who will set you up on the CRC website, then you will get an email from CRC with a unique link to log into their website to request your CRC.
- Note: CRC asks for you to provide proof of identity. The default is to use a registered BC Services account. If you do not have a registered BC Services Account or you haven't lived in BC for 6 months, you may choose the second option of having the School District confirm your ID. In this case, take 2 pieces of ID to the school office. They will confirm with Human Resources that they have seen it.
- There is no charge for the criminal record check, however, you may be asked by the Ministry of Justice to provide fingerprints if your gender and birthday happen to match those of a convicted sexual offender. If this happens, please contact the school first to obtain a letter confirming that you are a volunteer, this will allow you to get a discount on the fee.

Clearance letters can take from a few days to several months to process. They are issued to Human Resources at the school board office and are then forward it to the school. Volunteers may not work alone with students until a clearance letter is received.

Get a copy of your Driver's Abstract *The School District requires a new Abstract every year.

ICBC provides driver's abstracts free of charge. They can either mail or email you a copy.

To request your abstract:



In person:

Visit any [ICBC driver licensing office](#)

Bring your driver's licence and one other piece of [required ID](#)



By phone:

[Call us](#)

1-800-663-3051

Please have your driver's licence number ready when you call



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JACKLIN ROAD,

3143

VICTORIA, BRITISH COLUMBIA • V9B 5R1

TELEPHONE: 250-474-9800 FAX: 474-9825

WEBSITE: WWW.SD62.BC.CA

By mail:

- Send us a letter
- Include your full name, date of birth, and signature



Mailing address:

ICBC Licensing Support Services
Box 3750, 910 Government Street
Victoria, B.C., V8W 3Y5