

# ÉCOLE IRVINE ELEMENTARY SCHOOL

3862 Wellington Street  
Port Coquitlam, BC V3B 3Z4  
Tel: 604-941-3408 Fax: 604-941-3886  
[www.sd43.bc.ca/irvine](http://www.sd43.bc.ca/irvine)



September 8, 2009

Dear Volunteer Driver;

We are most appreciative of the assistance you provide our school when transporting the students in your private vehicle.

Each year, we require our volunteer drivers to complete a Volunteer Driver Certification form, as attached, before they transport students.

We also ask you to provide us with both a driver's abstract and a criminal record check. You can obtain a printed copy of your driver's abstract, free of charge, by attending an ICBC point of service and presenting your driver's license or by telephoning 1-800-950-1498 (ICBC Customer Service)

The document will then be faxed, mailed or e-mailed to you. The information will be kept in a confidential file in the school. A criminal record check can be obtained by contacting the Coquitlam RCMP (604-945-1550) or the Port Moody Police (604-461-3456).

We also require our volunteer drivers to carry a minimum of \$1, 000, 000 in liability coverage on their vehicles.

We would like to take this opportunity once again to thank you for your generous assistance in transporting our students.

Sincerely,

Mrs. Darlene Proulx  
Principal