

VOLUNTEER DRIVER CERTIFICATION FOR INSURANCE & VEHICLE SPECIFICATIONS (formerly F253-1).

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 package, before they transport students. This includes:

1. Providing the School with a Criminal Record Check (Coquitlam RCMP) or Police Information Check (Port Moody Police) prior to completing this form.

Residents serviced by the Coquitlam RCMP (Coquitlam, Port Coquitlam, Anmore and Belcarra) should request the Fee Waiver Letter from the school you intend to volunteer at prior to applying for the Criminal Record Check. (604-945-1550)

Residents served by the Port Moody Police Department need to apply for the Police Information Check. Prospective volunteers need to visit: <https://portmoodypolice.ca/public-info/police-information-checks/> . Please note that there is no Fee Waiver Letter as Port Moody Police charges the individual for this service. Individuals are responsible for any fees charged for this service. Please consult the Port Moody Police website for a list of fees.

Please note that applying online is the first step in the volunteering process. The school administration needs to approve all applicants to complete the process.

2. A Volunteer Drive Certification For Insurance & Vehicle Specification form (can be obtained from the school or accessed on the school website).
3. A driving record (also called a driver's abstract) which can be obtained free of charge by attending an ICBC point of service and presenting your driver's license, by telephone 1-800-950-1498 (ICBC Customer Service) or, by going on the ICBC website (<https://www.icbc.com/driver-licensing/getting-licensed/Pages/Your-driving-records.aspx>) The document will be faxed, mailed or e-mailed to you.

All this information will be kept in a confidential file in the school.

Volunteer drivers must carry a minimum of \$1,000,000 in liability coverage on their vehicles.

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

Yours truly,

SCHOOL DISTRICT NO. 43 (COQUITLAM)

Principal

VOLUNTEER DRIVER CERTIFICATION FOR INSURANCE & VEHICLE SPECIFICATIONS (formerly F253-1).

DRIVER'S NAME		
DRIVER'S ADDRESS		
DRIVER'S PHONE NUMBER		
DRIVER'S LICENCE NUMBER		
VEHICLE OWNER'S NAME <i>(if different)</i>		
VEHICLE OWNER'S ADDRESS		
VEHICLE OWNER'S PHONE NUMBER		
MAKE & MODEL OF VEHICLE		
YEAR OF VEHICLE		
LICENSE PLATE NUMBER		
INSURED LIMIT <i>(3RD Party Liability)</i>		
NUMBER OF SEAT BELTS IN VEHICLE		
EQUIPPED WITH PASSENGER-SIDE AIRBAG	YES	NO

To the best of my knowledge the vehicle identified above is in safe, road worthy condition and my driver's license is in good standing.

I understand that each student transported must wear a seat belt.

I understand that I will be requested to provide an abstract of my driving record and a criminal record check to the school office.

I accept responsibility for notifying the school of any changes in the above information.

Driver's Signature

Date

Volunteer drivers must refrain from smoking and talking on cell phones while transporting students on school events per Administrative Procedure 255 (formerly F253-1).

Last reviewed: September 2021