



École Nestor Elementary School

1266 Nestor Street, Coquitlam, B.C. V3E 2A4

604-464-9422

Fax - 604-937-8028

Email: www.sd43.bc.ca/school/nestor

2018-19

New Volunteers in Schools / New Volunteer Drivers

As in past years, we acknowledge that school volunteers provide a valuable contribution to the successful operation of our school. The support volunteers provide to Nestor Elementary students has a direct and positive influence on the quality of education for our students.

Volunteer activities may include:

- volunteering with small groups or individual students;
- assisting students with special projects;
- assisting with coaching opportunities
- providing transportation and supervision on field trips and extra-curricular events; and
- assisting staff with organizational tasks.

While encouraging volunteer involvement in our school, we are also committed to providing a safe, secure and caring environment for all our students. The Board of Education of School District No. 43 (Coquitlam) recently approved volunteer procedures, which are now in effect. To support this, we ask that volunteers fill in the forms required for each level of volunteering:

VOLUNTEER DRIVER CHECKLIST – Note: We require our volunteer drivers to carry a minimum of \$1,000,000 in liability coverage on their vehicles. **Forms available at the office, on the school web page (www.sd43.bc.ca/nestor):**

- Complete the “*School Volunteer Application*” form
- Complete the “*Driver Certification of Insurance and Vehicle Specifications*” form
- Complete the School “*Volunteer Code of Conduct*” form
- Obtain a free “*Driver’s Abstract*” from ICBC (see instructions below)
- Obtain a free “*Criminal Record Check*” (see instructions below).
- Return all of the above to the school when completed.

VOLUNTEER CHECKLIST (for volunteers who will **not** be driving students at any time during the year)

- Complete the “*School Volunteer Application*” form
- Complete the School “*Volunteer Code of Conduct*” form
- Obtain a “*Criminal Record Check*” (see instructions below).
- Return all of the above to the school to the school when completed.

DRIVER'S ABSTRACT – How to get one: There are three ways you can obtain a printed copy of your **driver's abstract** free of charge: 1) by attending an ICBC point of service and presenting your driver's license 2) going on-line to ICBC.com and under "Current Customer" click on "Get your driving record/abstract" 3) telephoning 1-800-950-1498 (ICBC Customer Service). On-line you will be emailed the document which then can be printed or forwarded to Nestor. By telephone the document can be faxed directly to the Nestor office. For your convenience, you are welcome to have ICBC fax your driver's abstract to our school at 604-937-8028.

CRIMINAL RECORD CHECK – How to get one. Complete the attached Volunteer letter from the Principal. Take this letter and picture I.D. to the Coquitlam RCMP detachment at 2986 Guildford Way corner of Pinetree Way (604-945-1550). This process is usually done while you wait, however, September is a busy month so we encourage you to do this well in advance of the school year (during the summer months if possible).

If you have any questions about volunteering at Nestor or the process, please do not hesitate to call me at 604-464-9422.

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

Yours truly,

Tamara Banks
Principal, École Nestor Elementary School