

VOLUNTEER DRIVER CERTIFICATION FOR INSURANCE & VEHICLE SPECIFICATIONS

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 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

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 253.