



The Board of Education of School District No. 83 (North Okanagan- Shuswap)
PO Box 129 ~ 341 Shuswap St. S.W. ~ Salmon Arm, BC, V1E 4N2 ~ Phone: (250) 832 2157

School Volunteers – Criminal Record Checks

Any volunteers in your schools (coaches, drivers, etc.) that will be unsupervised at any time with students are required to have a Criminal Record Check completed before they are allowed to volunteer with your school.

Online Process (eCRC):

There is no charge for Volunteers to use the Online Process as we are a registered volunteer organization.

1. Provide volunteer with the following link and access code:

Online Link: <https://justice.gov.bc.ca/criminalrecordcheck>
Access Code: 6TQTFUJGQP

This access code is unique to our organization and is not to be posted publicly.

2. Provide volunteer with the link (preferred) or a printed copy of the eCRC Online Service Walk-through Guide.

[https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/crime-prevention/criminal-record-check/ecrc online service - user guide 2021.pdf](https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/crime-prevention/criminal-record-check/ecrc_online_service_-_user_guide_2021.pdf)

3. If the online process is successful, the request for a Criminal Record Check will be submitted to the Criminal Records Review Program for processing.
Completed Criminal Record Checks will be sent directly to the District's Authorized Contact once they are complete.

- a. **Primary Authorized Contact:** Veronica Deacon
Executive Assistant to the Secretary-Treasurer
- b. **Secondary Authorized Contact:** Erin Gorman
Executive Assistant to the Superintendent

4. The Authorized Contact will then share the results of the volunteer's Criminal Record Check with the schools and will advise whether the volunteer can begin volunteering with the district, depending on if a review indicates that a record "may or may not exist".

Manual Process:

If the Online Process is not an option for the volunteer, they will be required to have their application form and their I.D. verified manually by either the School Secretary or Principal.

1. Ensure that the volunteer has completed the following sections of Form CRR026 – Volunteer Consent to a Criminal Record Check:
 - i. First Page – SECTION 2: FOR VOLUNTEER USE – all boxes are checked
 - ii. Second Page – PART 1: APPLICANT INFORMATION
 - iii. Second Page – PART 4: CONSENT FOR RELEASE OF INFORMATION AND ACKNOWLEDGEMENTS – signed and dated by the volunteer
2. Have the volunteer provide you with two pieces of I.D. for verification.
one of the pieces of identification must be government-issued and include the volunteer's name, date of birth, signature, and photo
3. Verify the volunteer's I.D. and the corresponding applicant information on their completed form.
4. Complete, sign and date the CRRP – Accountability & Acknowledgement Letter. Acceptable forms of Primary and Secondary Identification are noted on page 2.
5. Submit all of the following original documents to the District's Authorized Contact:
 - a. All pages of Form CRR026
 - b. Signed CRRP – Accountability & Acknowledgement Letter

The original documents must be submitted to the Authorized Contact for the criminal record check request to be processed. Email scans or copies can't be accepted.

6. The Authorized Contact will sign off on the Volunteer's Form CRR026 and submit to the Criminal Records Review Program for processing.
Completed Criminal Record Checks will be sent directly to the District's Authorized Contact once they are complete.
5. The Authorized Contact will then share the results of the volunteer's Criminal Record Check with the schools and will advise whether the volunteer can begin volunteering with the district, depending on if a review indicates that a record "may or may not exist".

NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83 REGULATION	Category: 8050.01R Adopted: 2019-04-01 (Employees) 2019-09-01 (Volunteers)
PRIVATE VEHICLE USE Private vehicles may be used to transport students to and from extra-curricular or curricular trips when practicable, provided the following requirements are met: All trips, vehicles, and drivers must be approved by the Principal or designate, who shall ensure that volunteer drivers are familiar with the policy and Collective Agreements related to travel. For each eligible driver, the school Principal must retain on file: • Driver's Information Form for each trip, including the list of students and their contact numbers to be transported (as per attached form Appendix E); • Photocopy of the volunteer's driver's license, driver's abstract, vehicle registration, and insurance as per below, <u>all current within one year</u>; • Photocopy of either a criminal record check or police information check, current within <u>five years for employees</u> and <u>three years for volunteers</u>. The vehicle must be licensed for B.C. and have a minimum of one million dollars (\$1,000,000) liability insurance (with \$5,000,000 recommended). If a private vehicle is used for transportation on trips, the Principal or designate must deem satisfactory that the owner of the vehicle carries adequate insurance coverage, as per ICBC recommendations. A copy of the registration is to be filed with the school. The vehicle must be driven by a driver who is 21 years of age or older, who shall possess a valid driver's license which is neither a learner nor novice license. If the Principal deems it necessary, he/she may request a vehicle inspection prior to the commencement of the trip, at no cost to the Board. Every student who is transported in a vehicle other than a school bus or public transit must wear a seat belt or restraining device which shall be properly adjusted and securely fastened. No child under the age of thirteen (13) or weighing less than 40 kg., shall be transported in a front passenger seat equipped with an air bag. Children at least 18 kg (40 lbs) are to be secured in a booster seat, up to their ninth birthday or 145 cm (4'9") tall, whichever comes first. – In a booster seat in a seating position equipped with a lap/shoulder seatbelt, or – In a booster seat in a seating position with a lap belt, if lap/shoulder seatbelt is not available.	

NORTH OKANAGAN-SHUSWAP SCHOOL DISTRICT NO. 83 REGULATION	Category: <i>8050.01R</i>
	Adopted: 2019-04-01 (Employees) 2019-09-01 (Volunteers)
Private vehicle drivers are to observe a zero tolerance for the use of alcohol, drugs, or medications which may cause drowsiness. The Board of Education will not be responsible for the loss of use or safe driver discount resulting from the use of the vehicle on school business. <u>School District Employees:</u> • School District 83 carries additional Liability Coverage for up to \$10,000,000 for employee drivers. • Employees may claim mileage for the round-trip distance in kilometers when deemed to be fulfilling a requirement of the job. The mileage reimbursement is intended to cover fuel, a portion of maintenance, and insurance costs. • School district employees who are driving students more than six calendar days per month are required to have "Business Coverage" instead of "To and From Work" so that if the employee carries collision coverage, it would be in effect in the event of an accident. Reimbursement for this additional coverage may be provided by the School District. • Damages that occur to the inside of a vehicle as a direct result of transporting students should be reported to the direct supervisor immediately. Costs for repairs will be negotiated with the Principal and/or Secretary-Treasurer. • Damages above the liability amount provided for by ICBC are covered through the School Protection Plan (SPP). • SPP coverage is automatically provided to School District employees who are authorized according to this regulation when driving on school-related business. Driver criminal negligence will void SPP coverage for the driver. <u>Volunteers:</u> • Parents and guardians are responsible for transportation to and from the school site for curricular and extra-curricular events that take place outside the school day. The school site will be the normal meeting place for trips to other sites. • Alternative arrangements may be permitted, provided prior parent/guardian permission has been provided to the Principal or designate in a written paper or electronic communication. These arrangements may include a parent or guardian or designated family member over the age of 21 picking up a student on the transportation list of other drivers after an event, or an approved driver dropping off a student at their home instead of the school. • No remuneration may be provided by the School or District to volunteer drivers of students who are not School District employees, as this will void insurance.	

APPENDIX E - DRIVER INFORMATION FORM

- ☐ I have a valid Class _____ Driver's License No. _____ (copy attached).
- ☐ My Driver's Abstract dated _____ is attached or on file.
- ☐ I have not had any moving violations, impaired driving charges, or criminal charges related to a motor vehicle since my last drivers abstract (copy attached).
- ☐ Vehicle Make, Model and Year _____.
- ☐ Vehicle License Number _____.
- ☐ The vehicle has at least \$1,000,000 Third Party Liability Insurance _____.
- ☐ The vehicle transporting students is maintained in a safe operating condition and is equipped with tires appropriate for the season.
- ☐ The vehicle has _____ functional seat belts.
- ☐ The vehicle has space that meets the requirement for safe placements of booster seats (if required).
- ☐ I agree to wear a seat belt and require all passengers to wear a seat belt.
- ☐ I agree that I will not permit a child under 13 years of age or under 40 kg to occupy the front passenger seat of a vehicle equipped with a passenger seat air bag unless the air bag is turned off.
- ☐ I agree to operate the vehicle in a safe and legal manner.
- ☐ I have a first aid kit in my vehicle (recommendation). The school may provide one for the purposes of the trip.
- ☐ I have reviewed Regulation 8050.01R (Private Vehicle Use).

Select only ONE of the following:

- ☐ I am acting in the capacity of a School District No. 83 employee.
- ☐ I am acting in the capacity of a School District No. 83 volunteer.

Name of driver: _____ Date: _____

Signature: _____ Cell # _____

Name of principal: _____ Date: _____

Signature: _____

LIST OF STUDENTS TO BE TRANSPORTED:

Student Name:

Student Contact Number:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

A copy of the manifest must be retained at the school office.