



École Intermédiaire
Cedar Hill Middle School
3910 Cedar Hill Road, Victoria, B. C. V8P3Z9

CEDAR HILL MIDDLE SCHOOL RE: Volunteer Drivers

Volunteers are an important part of our school community. By generously donating their time and expertise to our school, volunteers support the learning environment for our students.

Our school is committed to ensuring student safety. **With this in mind, drivers who are volunteering to drive any child other than their own will be required to complete a Criminal Record Check (CRC) and Driver's Abstract beginning in the fall of 2014.**

If you can help:

- Complete our school's "Volunteer Driver Form" and provide a copy of their Driver's License and insurance.
- Phone ICBC to get a copy of your Driver's Abstract. Go to the following link to get the phone number for the ICBC office near you: <http://www.icbc.com/driver-licensing/getting-licensed/Pages/Your-driving-record.aspx>. Once you receive your Driver's Abstract in the mail, please bring it to the school office.
- Apply online for a Criminal Record Check at <https://justice.gov.bc.ca/eCRC/home.htm>. Use our school's access code: **Call school @ 250-477-6945**. Your Criminal Record Check will be sent directly to the school.

Criminal Record Check applicants who do not have a credit history of at least six months or have not been living in Canada for at least two years will need to get a Volunteer Driver Letter from the school office to take it to your municipal police department.

We greatly appreciate all of our volunteer drivers taking the time to complete this process. For further information, please contact the school office.

* The Criminal Record Review Program verifies identities through an Electronic Identity Verification (EIV) process. *It is important to know that the Criminal Records Review Program is not running a credit report; it is only using the EIV to verify the applicant's identity and to make sure the personal information contained in the criminal record check form is accurate. No information from this process is retained or stored by the Criminal Record Check Program.*

Thank you.

