

## SCHOOL VOLUNTEER INFORMATION

The School District policy and regulations require the following be completed and submitted at the school office:

- Volunteers working with students - Criminal record Check (CRC).
- Volunteer Drivers - CRC, valid insurance with a minimum of \$1,000,000, Driver's license and Driver's Abstract.

Criminal Record Checks for Volunteers \*The School District requires a new Criminal Record Check every 3 years.

Effective Dec. 1, 2013, the Ministry of Justice has extended their Criminal Record Check Program to include volunteers. Because they check more offences than the RCMP, School District No. 62 (Sooke) will be using this service. All volunteers working alone with students, including Parent Driver's, must obtain a valid Criminal Record Check (CRC) clearance letter.

- Enter your information online (quickest results, but there are eligibility requirements)  
Volunteers please go to this website : <https://justice.gov.bc.ca/eCRC/>

Access Code: **WYW3PT2FSN**

- Some people are not able to enter a request online. They should print a crc request form; take it to the school office with 2 pieces of ID, where it will be signed by the secretary and faxed to Human Resources at SD62, where it will be reviewed and faxed to Ministry of Justice.

There is no charge for the criminal record check, however, you may be asked by the Ministry of Justice to provide fingerprints if your gender and birthday happen to match those of a convicted sexual offender. If this happens please contact the school first to obtain a letter confirming that you are a volunteer, this will allow you to get a discount on the fee.

Clearance letters can take from a few days to several months to process. They are issued to Human Resources at the school board office and are then forward it to the school. Volunteers may not work alone with students until a clearance letter is received.

Get a copy of your Driver's Abstract \*The School District requires a new Abstract every 3 years.

ICBC provides driver's abstracts free of charge. They can either mail or email you a copy.

To request your abstract:

ONLINE <http://www.icbc.com/driver-licensing/getting-licensed/Pages/Your-driving-record.aspx> or



**In person:**

Visit any [ICBC driver licensing office](#)  
Bring your driver's license and one other piece of [required ID](#)



**By phone:**

1-800-663-3051  
Please have your driver's license number ready when you call



**By mail:**

- Send a letter
- Include your full name, date of birth, and signature

**Mailing address:**

ICBC Licensing Support Services  
Box 3750, 910 Government Street  
Victoria, B.C., V8W 3Y5