

_____ SCHOOL

VOLUNTEER DRIVER APPLICATION (Form 564-1)

(To be completed by employees and volunteers transporting students)

Driver's Name:			
Driver's Address:			
Phone Numbers:	Home:		Cell:
Driver is a:	Parent/ [] Guardian	Child's Name: _____	
	Staff []	Other: _____	
Vehicle Owner is the:	Driver []	Other: _____	
Vehicle Owner Address is:	As Above []	Other: _____	
Vehicle Make/Model/Year:			
Max. Number of Passengers:	_____ (excluding the driver)		
Elementary school drivers:	My vehicle has (_____) seats that meet the criteria for safe placement of booster seats.		
*Driver's Abstract copy	<i>Please attach a recent copy of your driver's abstract. (Driver's must request a copy of their own abstract. This can be done through the ICBC website or by visiting any ICBC driver licensing office at no charge)</i>		
*PLEASE ENSURE THE INFORMATION IN THE SECTION BELOW IS VERIFIED BY A SCHOOL STAFF MEMBER			
BC Driver's License #:			
BC Vehicle License Plate:			
Insurance Documents:	<i>Please show staff your insurance documents for verification of insurance coverage and license plate.</i>		
	<u>Office Use Only:</u> ✓ BC Driver's License # confirmed _____ (Staff initial) ✓ Verification of license plate confirmed _____ (Staff initial) ✓ Confirm Criminal Record Review completed _____ (Staff initial) ✓ Verification of insurance coverage confirmed _____ (Staff initial) ✓ Minimum of \$1,000,000 Third-Party Liability Insurance confirmed _____ (Staff initial)		

DRIVER'S STATEMENT:

I hereby acknowledge and agree to:

- Keep the safety of students as the highest priority and follow instructions by the Educator-in-Charge of the field trip;
- Ensure that the vehicle I use for student transportation is insured, rated appropriately, insured and that a minimum Third-Party Liability insurance of \$1,000,000 is maintained;
- Provide a safe, roadworthy vehicle licensed in British Columbia and operate the vehicle in a safe manner and as required by law;
- Notify the Principal if any events occur that negatively impact my suitability to transport students as a volunteer;
- Provide a non-smoking environment while transporting students;

- Not, at any time during my performance as a volunteer driver, use any alcoholic beverages or any restricted substances or any substances that may affect my ability to safely operate a motor vehicle;
- Comply with distracted driving legislation while transporting students and refrain from using a cellular device while transporting students;
- Follow all applicable school district policies and procedures, including all Health & Safety policies and procedures;
- Notify the Principal of any motor vehicle accidents that occur while transporting students; and
- Ensure that adequate passenger restraint systems (i.e. seat belts, booster seats) are used in the vehicle used to transport students and will ensure that all children under 13 years of age are not transported in a front passenger seat equipped with an airbag.

The information you are submitting is collected under the authority of the School Act and the British Columbia Freedom of Information and Protection of Privacy Act (FIPPA). This information is to be used by School District No. 63 (Saanich) for the purpose of safely transporting students where specific volunteer drivers, are organized, directed and supervised by the school district. If you have any questions or concerns about the collection, use or disclosure of the personal information collected on this form please email communication@saanichschools.ca.

Please review and confirm consent below with your initials:

I acknowledge that I have read, understand and agree to the above and give my consent to the collection, use and disclosure of the personal information on this form for the above purposes.

I acknowledge that I have read, understand and agree to follow Administrative Procedure 564 (Volunteer Drivers).

I acknowledge, understand and agree that Saanich Schools does not accept responsibility for any damage to the vehicle I will be using in the event of an accident, nor for deductible, loss of insurance discount or loss of use.

ACCEPTED BY:

Driver's Signature	Printed Name	Date
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PRINCIPAL OR DESIGNATE APPROVAL:

Signature	Position	Date
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*Note: The School District's insurer provides excess Third-Party Liability coverage for individuals driving their own vehicle for school district business

***VOLUNTEER DOCUMENTATION - REVIEW & RETENTION POLICY:**

Volunteer Driver Application form: This documentation is to be retained in the school's file and updated **each school year**

Volunteer Driver's Abstract: This documentation must be updated **every other school year or before, if the license has expired.**

All Documentation related to the volunteer's history including application form, interview notes, driver's abstracts will be held in a confidential file in the office of the Principal for a **period of 5 years** after the end of the volunteer service.