Volunteer - Information Package

Thank you for volunteering with Surrey Schools. As our shared priority is to ensure student safety, Surrey Schools requires that all volunteers participating in school-related activities, whether employees, community members, parents or guardians, provide a criminal record check. This guide is here to support you with obtaining the required information.

Volunteers play a crucial role in fostering a vibrant school community. We sincerely appreciate your understanding of our volunteer application process, dedication to student safety, and the generous donation of your time. Your efforts provide students with invaluable opportunities that may not otherwise be available to them.

Should you have any inquiries or need further assistance regarding the requirements outlined in this document, please don't hesitate to reach out to your school's office.

Criminal Record Checks (CRCs)

Under the Criminal Records Review Program (CRRP), School Boards are mandated to ensure that all school volunteers with the potential for unsupervised access to minors complete a criminal record check. The School District appreciates your understanding that requesting this check is both a legal requirement and part of our commitment to student safety. Recognizing that there may be sensitivities around providing such information, the School District assures confidentiality. **Please note**: The CRCs received by the district only indicate "cleared" or "not cleared"—they do not include details of any infractions.

Obtaining a Criminal Record Check – Surrey Schools

To complete a Criminal Record Check (CRC) for Surrey Schools, please follow the steps below:

Step 1: Complete the Initial Form

- Use this link to access and complete the form: CRC volunteer form or QR Code

Surrey School District 14033 92 Avenue, Surrey, BC V3V 0B7

Tel: 604-596-7733 | www.SurreySchools.ca

@Surrey_Schools

SurreySchools

surrey_schools

We respectfully acknowledge that Surrey Schools resides on the traditional, unceded, and shared territories of Coast Salish peoples: The q̓i̓c̓əy̓—Katzie, the qʷaːn̓ƛ̓ən̓—Kwantlen and the SEMYOME — Semiahmoo First Nations: the stewards of this land since time immemorial.

- Once submitted, the form is sent to the Human Resources (HR) department, and your school site is copied. HR will then submit your request to the Criminal Records Review Program (CRRP).

Step 2: Complete the Online Criminal Record Check

- You will receive an email from the PSSG Security Programs Division with instructions to complete your CRC online.
- Use the link provided in the email to begin the process.
- You will be prompted to choose a login method.
  Preferred Method: Use the BC Services Card Login
  - You must have the BC Services Card App to verify your identity and complete the process this way

If you don't have the BC Services Card App you can download:

- Instructions for downloading and setting up the app are available here: BC Services Card Setup Guide
- The app is compatible with:
  - iPhone/iPad (iOS 13 or later)
  - Android devices (version 6.0 or later)

Step 3: If You Cannot Use the BC Services Card

- You may continue the application online, however, will be required to visit the HR department in person
- Once submitted, you will receive an email from SD36 HR advising you to come to the District Office in person to verify your ID.

  District Education Centre
  14033 92nd Ave, Surrey, BC V3B 1X7
  Hours: Monday–Friday, 8:00 AM – 4:00 PM
- Bring two pieces of government-issued ID for verification.

Step 4: Confirmation

- Once your CRC is complete, HR will send a confirmation email to you and copy your school site.

Step 5: Annual Volunteer Check-In

- Each year, HR will email all volunteers to confirm if they plan to continue volunteering.
- This helps keep school site records up to date.
- Note: Criminal Record Checks are valid **for five years.**
  In the fifth year, HR will contact you to confirm if a new check is needed and initiate the process if required.

Accepted Government Issued IDs are:

Primary ID (must be photo ID issued by a Canadian government or agency with)

- BC Driver's Licence (BCDL)
- BC Services Card (or combined BCDL and BC Services Card — counts as one piece of ID)
- Canadian Passport
- Permanent Resident Card
- Citizenship Card (only if issued in the last 10 years)

Secondary ID (can be non-photo, but must match name and date of birth on primary ID)

- Birth Certificate (issued by a Canadian province)
- Immigration documents (e.g., IMM 1000, Certificate of PR Status)
- Canadian Citizenship Certificate (new style with full name and date of birth)
- Canadian Visitor Visa/Work Permit (only if affixed to a foreign passport)

Volunteer Criminal Record Check FAQ

Q. **How Long does a Criminal Record Check (CRC) clearance last?**

A. A CRC is valid for 5 years. If a volunteer is charged or convicted of an offense within the 5-year period, they are required to report immediately to the Manager or Principal at the site. A new check will need to be done.

Q. **How much does a Criminal Record Check cost?**

A. A volunteer CRC is free of charge.

Q. **How long does it take to process and receive a clearance?**

A. Volunteer CRCs can take 4–6 weeks to process. In most cases, they are completed within one week. Volunteers are encouraged to apply for a CRC at the beginning of the school year if they anticipate volunteering at any time during the year. Please Note: Once you have submitted your CRC application—either online through the PSSG Security Programs Division or in person through Human Resources—your school will follow up with you to confirm when you may begin volunteering.

Q. **Will I need to provide my fingerprints?**

A. The CRRP conducts a check on every volunteer processed through the program; however, only those who share a similar combination of name or date of birth as a record of a suspected sex offender will be requested to provide fingerprints. If an individual is flagged for fingerprinting, the CRRP will issue a Fingerprint Request Letter directly to the applicant. Surrey Schools will not be notified of the request.

Q: If I'm a staff member, do I need to complete a criminal record check to volunteer?
A: New CRCs are not required for staff, as these have already been completed for all school district employees.

Q: Can I get a copy of my criminal record check?
A: As per the Criminal Records Review Program we cannot hand out copies of the criminal record checks. If another organization that is a part of the CRRP is requesting a copy of your CRC, you can ask them to provide you a Sharing Consent Package. The CRRP will provide a copy directly to that organization's authorized contact at no charge.

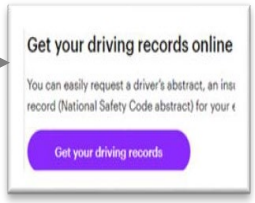
Volunteer Drivers - Information Package

In addition to criminal record checks (CRCs), all volunteers who transport students as part of their volunteer activities are required to provide a driver's abstract and complete a Volunteer Driver Application form, in accordance with Surrey Schools Procedure 10313.1 - Volunteer Drivers.

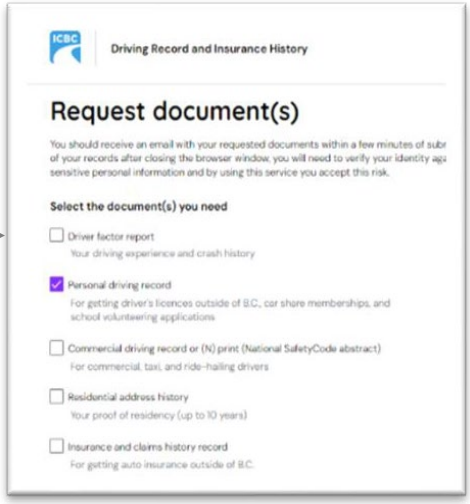
Driver's Abstract
A driver's abstract is a record of an individual's five-year driving history. BC residents can quickly and easily obtain a free copy of their drivers' abstract at Driving record (icbc.com) by following the steps outlined below.

Obtaining a Driver's Abstract:
Step 1: Go to ICBC.com and on the top tab bar hover over "Driver Licencing & ID" and select "Your Licence" from the drop-down menu. Next, in left-side menu bar, select the tab labelled "Your driving record".

Step 2: Click on the purple button labelled "Get your driving records".



Step 3: Enter in your Name and BC driver's licence number and select "Personal driving record".



Step 4: ICBC will send the drivers' abstract in a PDF to your specified email address which you may print and submit to the school office.

How are volunteer driver's abstracts evaluated?

To qualify as a school district volunteer driver, the abstract must show:

1. **Driver Status: Normal/Hold**
2. **No more than two Motor Vehicle Act violations in the past three years**
3. **No more than three points in the past three years**
4. **No suspensions or prohibitions in the past five years**

Please ensure your volunteer driver application includes a driver's abstract **issued within 30 days** prior to submission. If a motor vehicle violation occurs during the school year that affects your eligibility, notify the school principal promptly and discontinue volunteer driving duties immediately.

Novice ("N") Drivers

While individuals with a Novice licence are not prohibited from volunteering as drivers, please be aware of the following:

- Licence restrictions limit Novice drivers to transporting only one passenger.
- School Board policy requires written parental consent for any child being transported by a Novice driver.

Due to these limitations, schools consider these factors carefully when reviewing applications from Novice licence holders. If you're interested in having your child volunteer as a driver, please contact school staff for further guidance. **Please note:** Student drivers must provide a recently issued driver's abstract.

Automobile Insurance

In the unfortunate event of a vehicle accident while on school district business, insurance claims are satisfied pursuant to the terms of the insurance coverage carried on the vehicle involved. The School District does **not** provide physical damage insurance or primary liability coverage for volunteer or employee vehicles used for school board-related activities.

Privacy Policy

All personal information collected as part of your application will be securely handled, used exclusively for the volunteer driver verification process, and kept confidential in accordance with s.26(c) of the Freedom of Information and Protection of Privacy Act and School Board Policy 5700 – Privacy Policy. If you have any questions about the collection of personal information, please contact: privacy@surreyschools.ca