



CHRISTINA LAKE ELEMENTARY SCHOOL

Dear Parents:

Thank you for volunteering to drive students for field trips, sports events, etc. School District #51 (Boundary) requires the following information be complete and on file prior to driving students:

- Criminal Record Search (valid for five years) – see Mrs. Bartlett
- Volunteer Driver Application (valid for one school year only)
- Driver's Abstract* (valid for one school year only)
- Photocopy of your driver's licence and vehicle insurance (valid for one school year only)
- Vehicle Checklist (each trip)

Would you please complete the above-listed forms and return them to the school prior to the field trip.

Thank you again for your time and support.

Yours sincerely,

Shawn Lockhart
Principal

Here is a quick and easy way to get a copy of your Driver's Abstract if you are volunteering to drive. Go to www.icbc.com and on the left hand side in the first box, click GET MY DRIVING RECORD. You will need your driver's license number to complete the request. Check Driving Abstract box and select 5 years. Type in kim.bartlett@sd51.bc.ca for the email and it will be emailed directly to our office within a few minutes. You may also add your email to get a copy for your records. Alternately, if you do not have a computer please call ICBC at 1-800-950-1498. Again, you will need your driver's license on hand. The fax number for CLES is 250-447-6443. Thank you!



SCHOOL DISTRICT NO. 51 (BOUNDARY) VOLUNTEER DRIVER APPLICATION

SCHOOL	
Driver's Name	
Address	
Telephone	

VEHICLES TO BE USED:	VEHICLE ONE	VEHICLE TWO
Year/Make/Style		
Colour		
License Plate No.		
Passenger Capacity		
Owner's Name		
Insurance Expiry Date		

REGULATIONS

In volunteering to transport students, I confirm my awareness of the following School District regulations:

1. Vehicles used for student transportation must be rated appropriately and insured with (minimum \$2,000,000, recommended \$5,000,000) Third Party Liability Insurance. The vehicle must be properly equipped with seat belts for each occupant; seat belts must be secured when traveling.
2. The School District does not accept responsibility for any damage to the vehicle in the event of an accident, nor for deductible, loss of insurance discount or loss of use.
3. If during the year, the insurance is altered or a different vehicle is used, the owner of the vehicle must notify the school and update the Volunteer Driver Application prior to transporting students.
4. The volunteer driver and owner should ensure that, to the best of his/her knowledge, the motor vehicle used for student transportation, is in good mechanical condition.
5. Vehicles used will only be driven by the volunteer driver noted above who must be at least 21 years of age and in good health. The driver should be accident free for at least three years and cannot be a secondary school student. The driver must provide a copy of his/her current driver's license and abstract (completed annually) to the school Principal/Vice-Principal.
6. The vehicle must be equipped with winter, all season tires and/or chains for winter conditions.
7. For safety and health reasons, volunteer drivers are asked not to allow smoking in their vehicles while transporting students.
8. The driver must not, at any time during his/her performance as a volunteer driver, imbibe any alcoholic beverages or use any restricted substances.
9. The driver must not operate the vehicle in an unsafe manner or in contravention of any statute or regulation governing the operation of motor vehicles.

- NOTES:**
- A. If a vehicle has the capacity to carry more than nine occupants the driver must have a Class 4 driver's license.
 - B. The School District provides Excess Third Party Liability coverage for volunteer drivers and owners while lawfully operating vehicles on behalf of the School District.

VOLUNTEER DRIVER'S AND VEHICLE OWNER'S DECLARATIONS

I/We have read the above items 1 through 9, including notes, regarding transportation of students for sanctioned school activities and agree to follow these School District regulations.

_____ (Driver's Signature)

_____ (Date) VDA03



SCHOOL DISTRICT NO. 51 (BOUNDARY)

VEHICLE CHECKLIST

Vehicle Owner's Name _____

Year/Make/Model of Vehicle _____

PRE-TRIP CHECKLIST

The following should be checked to ensure the vehicle is in proper working order:

Wipers/Washer Fluid	_____	Lights (high/low)	_____
Turn Signals	_____	Seat Belts	_____
Brakes/Parking Brake	_____	# of Seat Belts	_____
Tires	_____	Fluid Levels	_____

Children riding in the front passenger seat of vehicles equipped with passenger air bags will be in compliance with the vehicle manufacturer's recommendation.

REMINDER – Before driving, check and adjust the following:

Mirrors _____ Seat _____ Luggage Packed Securely _____

All child restraint requirements (booster seats, air bags) _____

Comments/Notations:

Driver's Signature

Authorized time frame (length of authorization for vehicle use):

Please return completed form to the school prior to the trip.