

## **Criminal Record Check for VCS Volunteers**

A Volunteer who needs a Criminal Record Check is anyone who is NOT PAID and helps in a classroom or anywhere in the school (ie hot lunches, One-to-One Reading, etc.) drives for a field trip, and has any one-on-one contact with students in our school.

We have signed up with the Ministry of Justice as a volunteer organization. The Criminal Record Checks ( CRC) for volunteers are free of charge. If you fall into this description of a volunteer, you will need to have a CRC done every 5 years. If you currently have a CRC that is less than 5 years old, you can forward it to the school in person or by email.

If your CRC is expired or about to expire, please follow the steps below:

If you volunteer with us and do not have a CRC please follow these simple steps:

1. Go to this website: <https://justice.gov.bc.ca/criminalrecordcheck>
2. At the bottom of the page that comes up, there is a box for your Access Code: **8FRSU5JEQA**
3. Enter the verification code
4. Fill out the form. Your CRC will be forwarded to the school once it is processed. Any questions - [contact ecoffice@vcs.ca](mailto:ecoffice@vcs.ca).

## **Vehicle Third-Party Liability** - In order to drive for any school-related trips.

Once you have completed your Criminal Record Check and you plan on driving students to school-related activities in your vehicle, we require that you carry at least \$3 million in Third Party Liability on **EACH vehicle** that you drive.

We will need a copy of your vehicle insurance documents, showing this minimum amount or higher. This is shown on the 2<sup>nd</sup> page of your vehicle insurance papers (if coverage is through ICBC).

If you have more than 1 vehicle that you may use to transport students, we will need a copy of this paper for **EACH** of these vehicles.

You can bring your papers into either of our school offices for us to photocopy or you can scan them and email them to either [ecoffice@vcs.ca](mailto:ecoffice@vcs.ca) or [scoffice@vcs.ca](mailto:scoffice@vcs.ca).

These documents will be kept confidentially in a secure location.