

# Volunteer Checklist: **Only complete packages will be accepted**

## All Volunteers

- ☐ **SD42 Volunteer Application Form**

## Volunteer Drivers – In addition to the above, please also provide the following:

- ☐ **SD42 Volunteer Driver Application Form**
  - ☐ **ICBC Personal Driving Record**
  - ☐ **Proof of Insurance** (Pages: 1 & 2 showing a min. \$1,000,000 3<sup>rd</sup> party liability)
  - ☐ **Valid BC Driver's License**
  - ☐ **Police Record Check**
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## **How do I obtain an ICBC Personal Driving Record? (not factor report)**

You can go to any Motor Vehicle Gov't Office, call 604-661-2255 or you can obtain your personal driving record online at:

<https://onlinebusiness.icbc.com/cliio> free of charge. The Personal Driving Record will need to be updated **each** school year or before if the driver's license expires.

(choose: personal driving record – Years of Claims History 5 Years – Enter your email address – submit)

## **How do I request a Police Record Check?**

***\*This can take up to two weeks to obtain and cannot be requested last minute\****

Take the attached letter to **your local RCMP** (two pieces of government ID)

*Maple Ridge RCMP 604-463-6251*

*11990 Haney Place, Maple Ridge*

Front Counter Hours: Mon-Fri 8:00am-6:45pm; closed on weekends

**Once complete forward packages to your child's classroom teacher.**

**Thank you.**

**École Maple Ridge Elementary**