

Volunteer Application

Only complete packages will be accepted

All Volunteers – Please bring the following items to the school office:

☐ **SD42 Volunteer Application Form**

Criminal record checks may be required if it is anticipated that the volunteer may have unsupervised access to the students. They are mandatory for volunteer community coaches.

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

☐ **SD42 Volunteer Driver Application Form**

☐ **Driver's Abstract** (must be obtained within one week of application)

☐ **Criminal Record Check** (FREE for school volunteers – must be requested and picked up in person)

Please bring a complete Driver Volunteer package into the office along with your:

☐ **Vehicle Insurance Documents** (including 2nd page showing 3rd party liability of minimum \$1,000,000)

☐ **Valid BC Driver's License**

How do I obtain a Driver's Abstract?

Visit the ICBC website:

<https://www.icbc.com>

- 1) Manage my license & ID
- 2) Get a copy of my driving record
- 3) Click on "Get your driving records"
- 4) Sign in using your BC Services Card account or sign in by verifying your identity with your bank's Interac Verification Service (*this step is new in 2026*)
- 5) Choose the Personal Driving Record (driver's abstract) option – 5 Years of claims history
- 6) enter your personal email address (please do not use the school email address)

Please note: if you have a Novice (N) license, you are not permitted to drive any children other than your own.

How do I request a Criminal Record Check?

Take the attached letter to your local RCMP detachment to request a Criminal Record Check (**This is free!**)

Pitt Meadows RCMP 778-670-9010

12486 Harris Road, Pitt Meadows, B.C., V3Y 2J4

In-Person Hours of Operation: 8:30 a.m. to 4:30 p.m., Monday to Friday.

How long are my documents good for?

- Criminal Record Check: Valid for 5 Years
- Volunteer Form:
 - Parents - Valid for as long as your student attends PME
 - All other volunteers – Valid for current school year only
- Volunteer Driver Form: Expires June 30th every year or sooner if your driver's license or insurance expires prior to June.