

# VOLUNTEER APPLICATION AND DOCUMENTATION

Each family with children attending Cedars is expected to contribute **25 hours of volunteer time** with the school each year. In fact, many of our programs depend on volunteer help.

Keeping children safe is our primary concern. In order to volunteer at the school, you need to submit this application form and the documents described herein.

## Volunteer Details

Volunteer Name (first and last): \_\_\_\_\_  
*Please Print*

\* If you are a **current Cedars parent**, please skip this bordered section.

Contact #: \_\_\_\_\_ Address: \_\_\_\_\_

## References

Please list one (minimum) or two character references. Your reference should have known you for two or more years.

Name of Reference	Email Address	Office Use
1)		
2)		

## Criminal Record Check

We need to have a Criminal Record Check on file for an individual prior to any volunteer activity in the school. Cedars is enrolled with the Criminal Records Review Program (CRRP) online application services. All volunteers for our school, including the Preschool, are required to apply for their Criminal Record Check (CRC) online.

You can find the link and our unique access code on our website at <https://cedars.bc.ca/volunteers>

You will be alerted by the CRRP if they are unable to process your application. In that case, simply print the document they provide and bring it to the school where we can complete the submission process.

The results of your criminal record check will be sent to the Main Office of the school. A digital and paper record will be kept by the school. **Once completed, the criminal record check is valid for 5 years.**

## Child Abuse and Neglect Orientation

At Cedars, it has always been our practice that all paid staff and volunteers who are working with vulnerable persons (children and youth) complete a vulnerable sector Criminal Record Check. To further protect the children and youth in our care from abuse and/or neglect, we now require all staff and volunteers who work with our students to orient themselves in the types and signs of child abuse and neglect, steps to follow in the case of student disclosures, and the duty to report.

Please take time to complete this orientation if you plan to work with children and youth enrolled at Cedars Christian School. A record of this completed form will be filed digitally and shared with staff and administration for insurance and planning purposes. **Orientation must be renewed every five years.**

You can find the link to this orientation on our website at <https://cedars.bc.ca/volunteers>. It should take you approximately 15 minutes to complete the orientation.

### OFFICE USE ONLY

- CRC on file
- References checked
- Child Abuse & Neglect Orientation completed

\_\_\_\_\_  
Signature

## Volunteer Driving

### Driver Regulations

1. Vehicles used for student transportation must be rated appropriately and insured with Province of British Columbia with minimum 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 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. In winter, the vehicle must have winter tires in good condition.
3. 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.
4. For safety and health reasons, volunteer drivers or passengers will not smoke in the vehicles while students are being transported.
5. The driver must not, at any time during his/her performance as a volunteer driver, consume any alcoholic beverages or use any restricted substances.
6. The driver must not operate the vehicle in an unsafe manner or in contravention of any statute of regulation governing the operation of motor vehicles. This includes driving the speed limit at all times.
7. **The driver must provide a copy of his/her current driver's abstract to the school office (see below).**
8. **A current copy of your vehicle insurance needs to be submitted at the office prior to any volunteer driving activity.**
9. **A criminal record check must be on file at the school office (see previous page).**
10. The school does not accept responsibility for any damage to the vehicle in the event of an accident, not for deductible, loss of insurance discount, or loss of use.

**Note:** If a vehicle has the capacity to carry more than nine occupants, the driver must have a Class 4 driver's license and adhere to all National Safety Code regulations.

You have two options to get your Driver's Abstract to us:

- Online at the Driver's Abstract Website (see link on our website at <https://cedars.bc.ca/volunteers>), or
- Call **1-800-663-3051** between 8:00am and 5:00pm, Monday to Friday, and ask them to fax it to the school at **250-564-0729**.

### Volunteer Driver and Vehicle Information

Driver's Name: \_\_\_\_\_ Driver's License No. \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Vehicle(s) to be used:**

**Vehicle 1**

**Vehicle 2**

Year/Make: \_\_\_\_\_

Colour: \_\_\_\_\_

Passenger Capacity: \_\_\_\_\_

**Volunteer Driver's and Vehicle Owner's Declaration:**

(I/We) have read the above items 1 through 11, including notes, regarding transportation of students for sanctioned school activities and accept and agree to follow these school regulations.

**OFFICE USE ONLY**

- [ ] Insurance copied
- [ ] Driver's Abstract received

\_\_\_\_\_  
Signature