GW Graham Secondary School Volunteer and Driver Authorization Process

To ensure student safety, all volunteers and homestay parents must complete a Vulnerable Police Information Check (PIC) through the Criminal Records Review Program (CRRP). *PICs are valid for 5 years* and are free for volunteers. In accordance with the Criminal Records Review Act, individuals must complete this check before working with children or hosting vulnerable individuals.

To complete your PIC online, please use the link below. You will need the **access code** provided below. Be sure to review the step-by-step guide and prepare all required documents before starting the submission.

Processing Time: It can take up to 10 business days for RCMP to process your request. Once your request has been processed and received at the School District office, it can take an additional 7 business days to be entered into the system.

Online Link: https://justice.gov.bc.ca/criminalrecordcheck

Access Code: **UKAGZSBMJ2**

****this link can also be found on the SD33 website. SD33 – Parents/Community - Volunteering**

Volunteer Drivers

Note: Volunteer drivers must also submit a **Volunteer Driver Authorization Form 371A** (obtained from school) accompanied by a driving record.
Driving records are accessed online from ***ICBC.com*** or call 1.800.950.1498. *Have your driver's license ready as are required to input info from it.*
When on the site you select the **Personal Driving Record** *(2nd box)* and for the number of years, use the drop-down menu and select **10 year**.

Please bring the completed *Volunteer Driver Authorization* form and *Personal Driving Record* to the GWG office.

the Volunteer Driver Authorization and Personal Driving Record are valid for **ONE YEAR**

If you have questions, please contact G. W. Graham School at 604-847-0772.

Chuck Lawson
Principal

Sept 2025

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 33 (CHILLIWACK)

Administrative Form

FORM 371A: STUDENT FIELD EXPERIENCE: VOLUNTEER DRIVER AUTHORIZATION

School: _____ School Staff Sponsor: _____

Driver's Name: _____

Driver's Address: _____

Driver's Telephone Number: _____ Driver's Email Address: _____

Driver's Licence Number: _____ Expiry Date: _____

Vehicle Owner's Name: _____

Vehicle Owner's Telephone Number(s): (H)_____(C)_____(W)_____

Vehicle Licence Number: _____

Year, Make and Model of Vehicle: _____

Insurance Certificate Expiry Date: _____

Insured Limit (3rd party liability – **minimum of $1 million**): $ _____

Driver Abstract/Driver Record Submitted (5 year Drivers Abstract): ☐ yes

(To obtain a copy of your Driver Abstract, please request online from ICBC.com or call 1.800.950.1498. Have your driver's license number ready.)

☐ I hereby affirm that to the best of my knowledge the vehicle identified above is in safe, roadworthy condition and my driver's licence is in good standing.

☐ I also affirm that this authorization is valid for a period of one year. Should any infraction occur during this period, this authorization becomes null and void.

☐ I acknowledge that all vehicle occupants must use seatbelts and, where applicable, booster seats as required by law. Booster seats are mandatory for children over 18 kg (40 lb) until their 9th birthday, unless they have reached the height of 145 cm (4' 9").

☐ I further acknowledge that no child under the age of 12 will sit in the front seat of the vehicle if it is equipped with a passenger side airbag, unless it can be legally deactivated.

_____ _____

Driver's Signature Date

Next Page: Approval

Approval:

A driver's abstract will normally be approved when:

a) The abstract is free from infractions for the five year period; or
b) The abstract indicated one minor infraction occurring more than 12 months prior. Examples of minor infractions include basic speeding ticket, failure to wear seat belt, failure to come to a full stop at a stop sign, etc.

A driver's abstract will not normally be approved when:

a) The abstract indicated more than one infraction during the 5 year period;
b) The abstract indicated one infraction within the last 12 months;
c) The abstract indicated a major infraction occurring during the 5 year period. Examples of major infractions include excessive speeding ticket, distracted driving, ticket or suspension based on impairment or reckless driving; or
d) The abstract indicates a driver's license restriction of a Learner or New driver ("L" or "N")

☐ Approved ☐ Not Approved

Principal's Signature Date

Chilliwack School District

Applicant Guide
Police Information Check

All volunteers and homestay parents with the Chilliwack School District are required to complete a Vulnerable Police Information Check (PIC) through the Criminal Records Review Program (CRRP). PIC's are effective for 5 years and there is no cost associated with the online form.

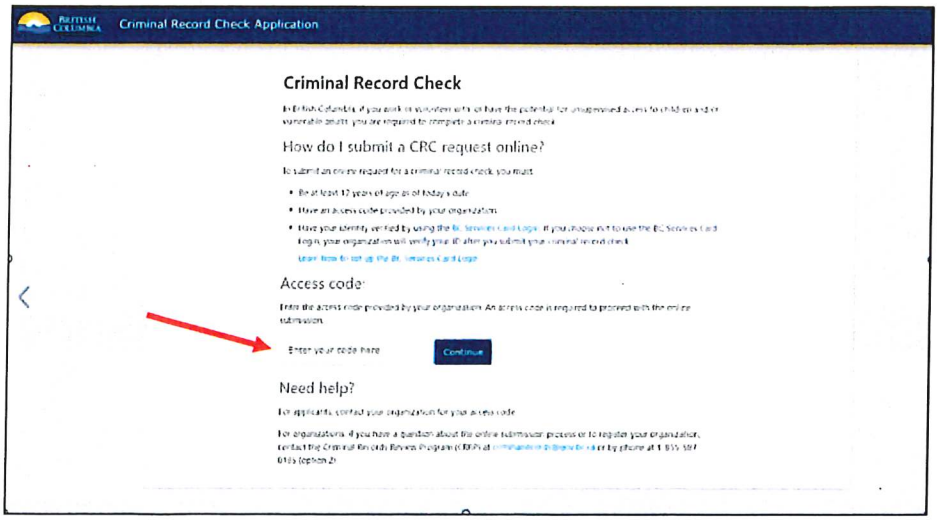
In accordance with the Criminal Records Review Act, Applicants for volunteering, section *24.4 (1) Before working with children or working with vulnerable adults as a volunteer with a registered specified organization, an individual must provide to the registered specified organization a criminal record check authorization or a criminal record check verification authorization, as applicable.*

Please visit the link below to complete your Police Information Check (PIC). The access code is also required when proceeding with the online submission. In order to assist in successful completion, please read the guide below and have all your documents ready before clicking on the link.

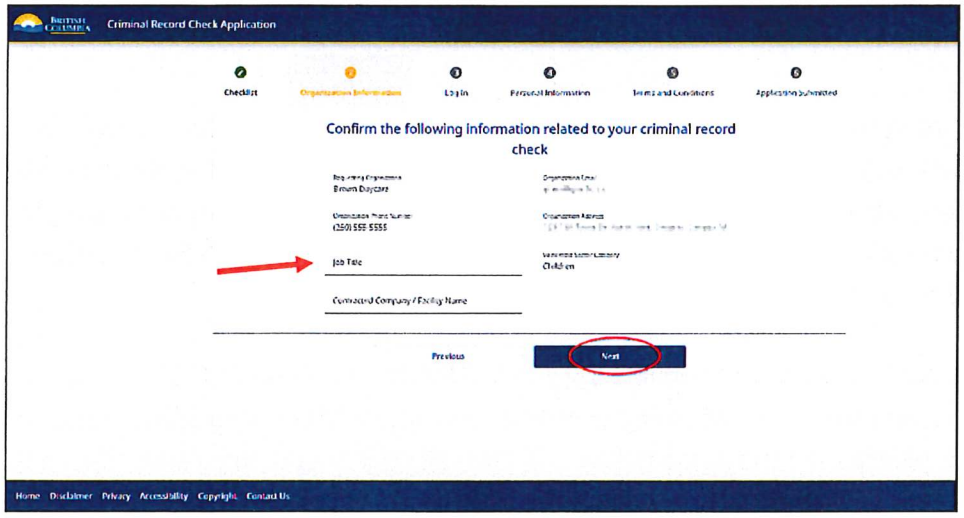
Link To CRC Applicant Process Video: https://youtu.be/RP58Vipb-hI?si=KrpXorgtJPFUFxIk

Online Link: https://justice.gov.bc.ca/criminalrecordcheck
Access Code: **UKAGZSBMJ2**

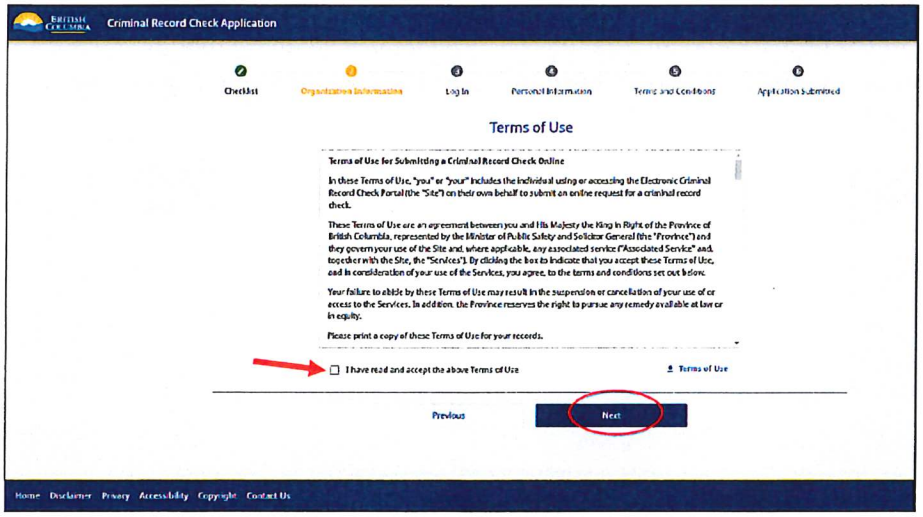
1. When you access the link, you will see the page displayed below. Type in the access code provided above and click continue.



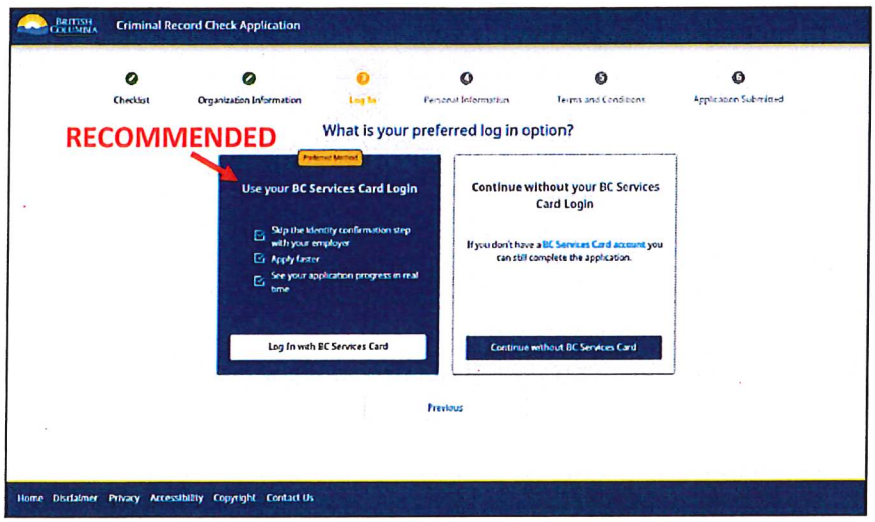
2. Review the information provided on the page is correct and click Next. Under "Job Title" enter VOLUNTEER or HOMESTAY.



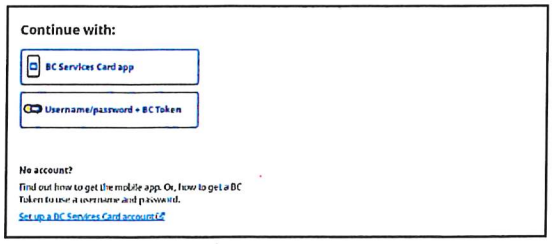
3. Review the Terms of Use, scroll to the bottom and check off that you have read and accepted the Terms of Use, then click Next.

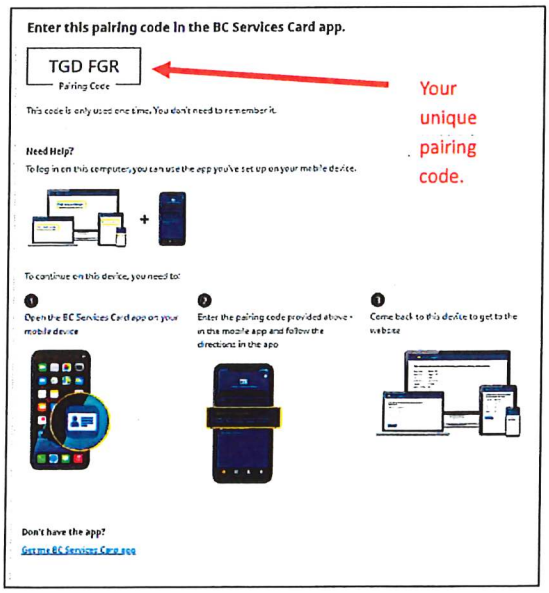


4. Please select one of the options.
   Please note: if you do not have or chose not to create a BCeID account ***you will need to make an appointment to come in to the Board Office*** *(8430 Cessna Drive) for an ID Verification by emailing volunteer@sd33.bc.ca* or calling 604-792-1321. *Failure to do so will result in a delay to the PIC being processed. Applications will be discontinued after 90 days if an appointment is not scheduled.* If continuing without BC Services Card Login proceed to step 5.

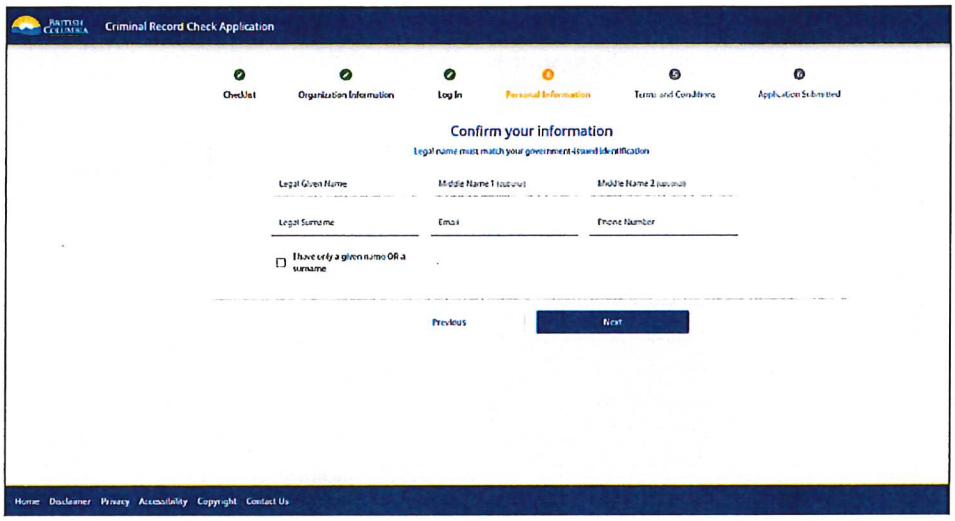


   a. BC Services Card Login steps. Once confirmed on the app it will take you to the Application Page (Step 5).

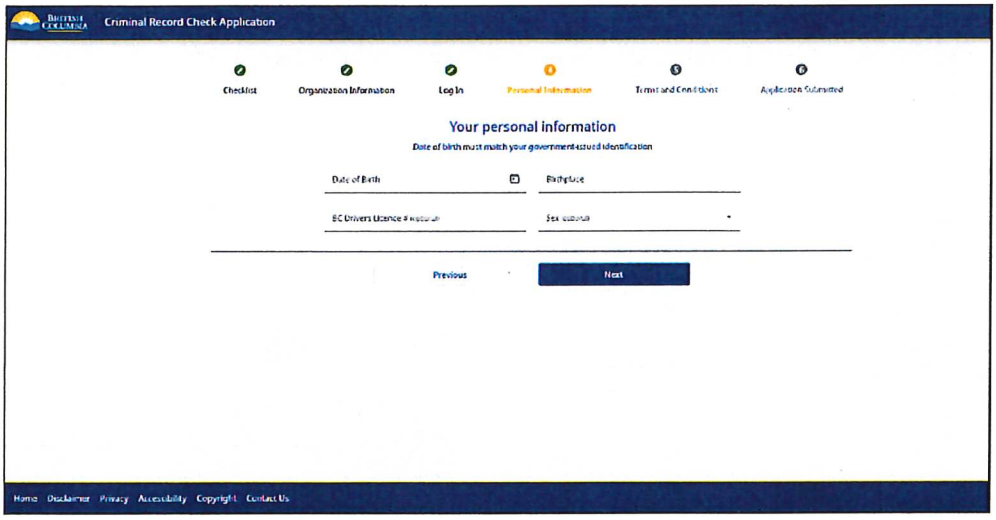




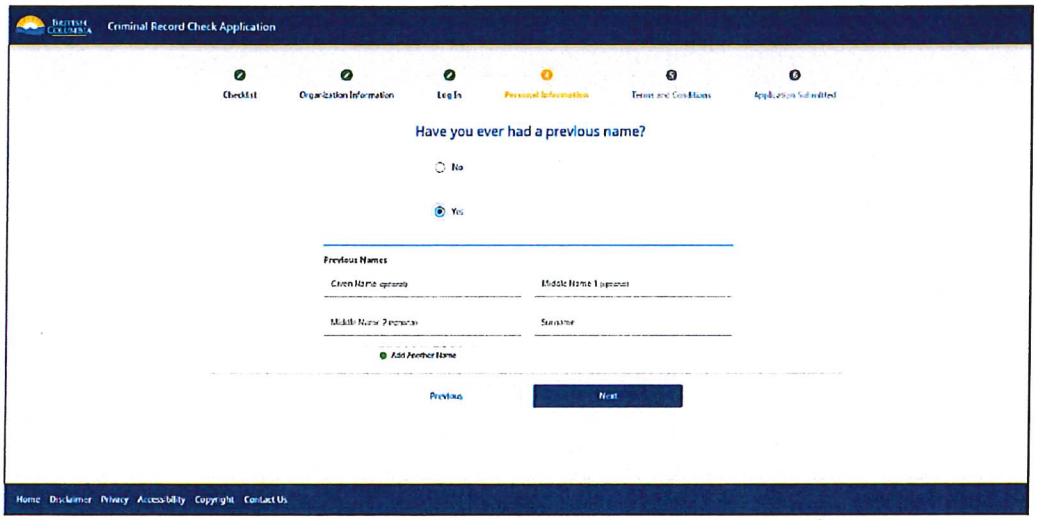
5. Enter the requested fields and click next.



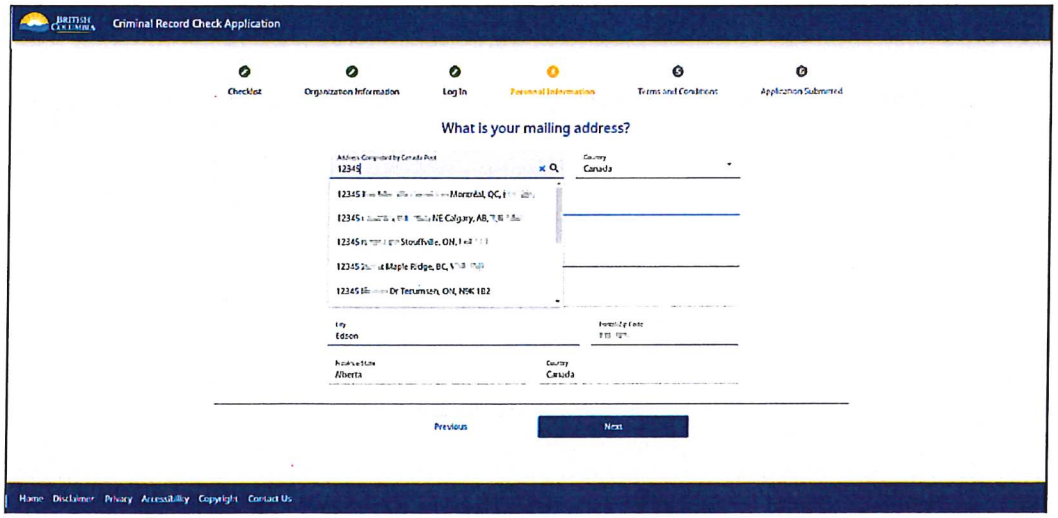
6. Enter the requested field and click next.



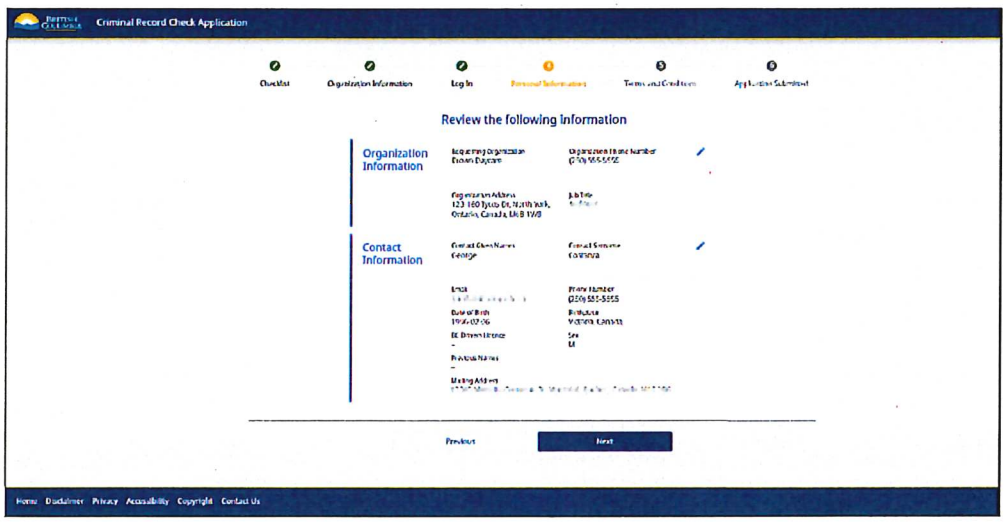
7. Enter alias information, if applicable. Select next to proceed.



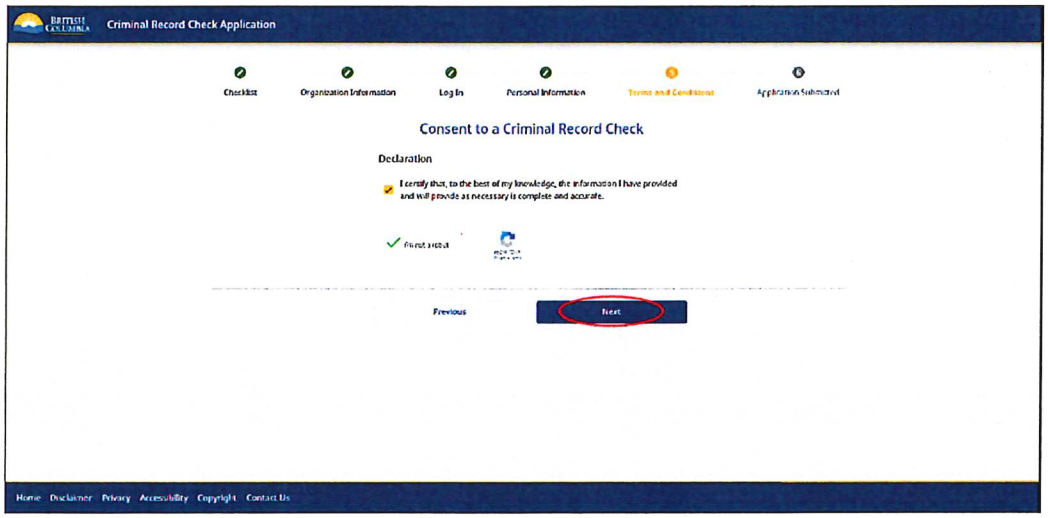
8. Enter your address. Select the Next button.



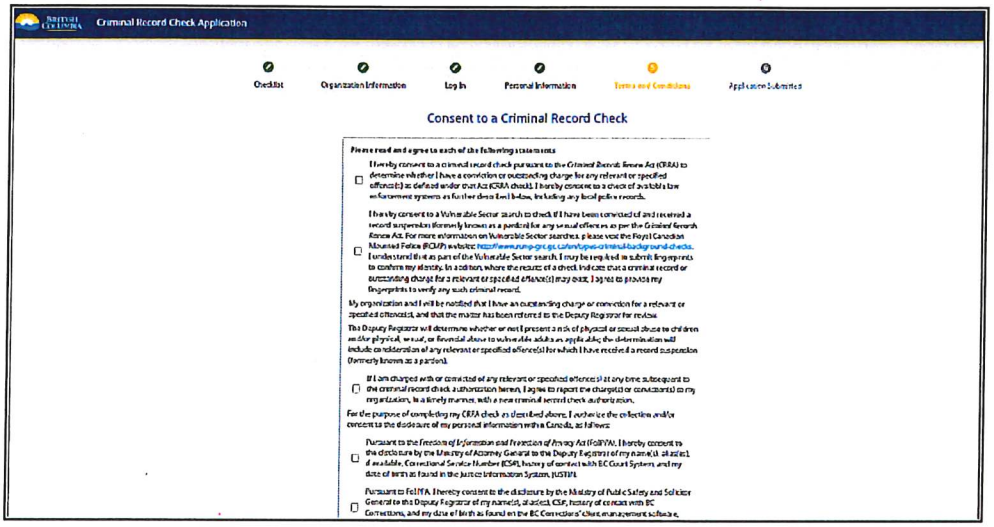
9. Review and confirm the information entered. At the bottom of the page, complete the declaration confirming that the information is correct, and click Next.



10. Certify that the information provided is complete and accurate. Verify the CAPTCHA and click Submit.



11. Tick each checkbox to consent to the criminal record check, digitally sign, and submit.



Once you have successfully completed the online authorization, the PIC result will be sent directly to the Chilliwack School District Board Office (8430 Cessna Drive) after the check is finished.

Please do not hesitate to contact the Board Office at volunteer@sd33.bc.ca or call 604-792-1321 if you have any questions or concerns.