



School District No. 71 (Comox Valley)

Highland Secondary Volunteer Form

Parent/Guardian of:

(Name of Student – If Applicable)

1. As a volunteer operating within Comox Valley Schools, I have read, understood, and agree to abide by the following documents: (Initial beside each document)

Initial

- a. [Administrative Procedure 490 – Volunteers in District Schools](#) _____
- b. [Administrative Procedure 490 – Appendix B – Volunteer Code of Conduct](#) _____
 - i. [Policy 17 – Sexual Orientation and Gender Identity \(SOGI\)](#) _____
 - ii. [Policy 24 – Equity and Non-Discrimination](#) _____
 - iii. [Administrative Procedure 170](#) _____

2. A criminal record check is required for anyone volunteering with School District #71.

- a. You must apply on-line [here](#) and Highland's access code is LTVWF4GGKE
- b. After applying, you must forward your application confirmation to highland@sd71.bc.ca prior to participating in any volunteer activity.
- c. All volunteers must be supervised directly by an SD71 employee at all times until verification of criminal record check is completed.
- d. I agree to and will complete the above stated requirements. _____

3. As a volunteer who is planning on driving any students from Comox Valley Schools, specifically Highland Secondary School, I have read, understood, and agree to abide by the following procedures and processes: (Initial beside each statement)

- a. [Administrative Procedure 491 – Student Transportation by Volunteer Drivers](#) _____
- b. Provide a copy of my Driver's Abstract (Record) – NOT the driver factor report.
 - i. *To have the driver's abstract (record) sent directly to the school, go on-line to ICBC.com. Get your driving record and have the document forwarded to highland@sd71.bc.ca* _____



- c. Provide photocopies of the first **two pages** of insurance showing that the vehicle I am driving has standard insurance coverage with ICBC. _____
- d. Provide a photocopy of valid driver's license. _____
- e. To the best of my knowledge, the vehicle I will drive is in sound mechanical condition and is safe for transporting students. _____
- f. I will not drive students until verification of my criminal record check is complete. _____

Insurance Expiration Date:

Volunteer's Name:

Volunteer's Signature: _____

Date:

**** For Office Use Only****

Volunteer is approved to participate in activities with Highland Secondary School. Yes: No:

Volunteer is approved to drive students with Highland Secondary School. Yes: No:

Principal's Signature: _____

Date: