



**JAMES CAMERON  
SCHOOL**

Street Address:  
20245 Dewdney Trunk Rd  
Maple Ridge, BC V2X 3C9

Mailing Address:  
Box 157,  
Maple Ridge, BC V2X 7G1

T (604) 465-8444  
E [jcsadmin@jcs.bc.ca](mailto:jcsadmin@jcs.bc.ca)  
W [jcs.bc.ca](http://jcs.bc.ca)

## **Requirements for Field Trip Volunteer Driving 2024-2025**

1. Submit completed “James Cameron School **Volunteer Driver Application**” form along with a **copy of your driver’s license**.  
**\*Application form needs to be submitted EVERY school year.**
  
2. Submit **ICBC Driver’s Abstract**.
  - a) Go on-line to <http://www.icbc.com/driver-licensing/getting-licensed/Pages/Your-driving-record.aspx>
  - b) Choose “Personal Driving Record” option when prompted  
or  
Phone ICBC 604-661-2800
  
  - c) Have your **driver’s licence** number ready when you request your personal driving record. Have them **email the abstract to the school** ([JCSOfficeAdmin@jcs.bc.ca](mailto:JCSOfficeAdmin@jcs.bc.ca)).
  
3. Submit a copy of the **car insurance** for the car that will be used for transporting the students (must have a minimum of \$2,000,000 third party insurance) **Updated copy required every year.**
  
4. Complete a **criminal record check\***. This is free and easy to request and are **\*valid for 5 years**. Follow link and access code below:  
<https://justice.gov.bc.ca/eCRC/>  
Access code: SM7K5NTGSL (Party ID 1830876 – Volunteer)

*Note, this access code is specific to James Cameron School.*

**Please carefully read the current regulations regarding  
CARPOOLING on the next page**

## CARPOOLING

Schools should share the following guidance with staff and families regarding carpooling arrangements (personal or school-related):

- Spread out vehicle occupants as much as possible.
- Travel with the same people whenever possible.
- Set the vehicle's ventilation system to bring in fresh outside air, and do not recirculate the air.
- Open windows when the weather allows.
- Clean hands before and after trips.
- Clean frequently touched surfaces regularly.

**Thank you for supporting our school!**



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## James Cameron School – 2024-2025 Volunteer Driver Application Form

**Driver's name:** \_\_\_\_\_ **Name of student:** \_\_\_\_\_

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

**Cell Number:** \_\_\_\_\_ **Relationship to student(s):**  
\_\_\_\_\_

Vehicles to be used (please update with the office if vehicle ownerships changes)

	Vehicle 1	Vehicle 2
<b>Year/make/style</b>		
<b>Colour</b>		
<b>License plate</b>		
<b>Passenger capacity</b>		
<b>Owner's name</b>		
<b>Insurance Expiry date:</b>		

### Requirements

1. Vehicles used for student transportation must be rated appropriately, insured and maintained with a minimum Third Party Liability insurance of \$2,000,000. The School's Protection Program has a special ICBC policy in place that provides coverage in excess of \$2,000,000. The vehicle must be properly equipped with seatbelts for each occupant; seat belts must be secured when traveling.
2. The School does not accept responsibility for any damage to the vehicle in the event of an accident, nor for the deductible, loss of insurance discount or loss of use. The School provides Excess Third Party Liability coverage for volunteer drivers and owners while lawfully operating vehicles on behalf of the school.
3. 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, with appropriate tires to meet weather conditions.
4. Vehicles used will only be driven by the applicant who has been approved by the principal after consideration of the Driver's Abstract information. Generally, two or more traffic violations or an accident involving personal injury or property damage in the year preceding the date of issue of the driver's abstract, would disallow approval. The principal retains discretionary authority to approve volunteer drivers.
5. Only adults (19 years of age) can transport elementary students. All children under 12 years of age must ride in the back seat.

6. Student drivers may be considered as volunteer drivers only if they hold a valid "N" license, or a regular license. If the student holds a valid "N" license they must transport not more than themselves and one passenger. Both must have written parental permission.
7. The applicant must notify the Principal if any events occur that negatively impact on the driver's ability to transport students as a volunteer.
8. The applicant must have held a valid driver's license for at least one year and the volunteer driver must provide the principal with a current driver's abstract for consideration.
9. Smoking **is not** allowed in vehicles while transporting students
10. The applicant must not, at any time during his/her performance as a volunteer driver, use any alcoholic beverages or any restricted substances.
11. The applicant must not operate the vehicle in an unsafe manner or in contravention of any statute or regulation governing the operation of motor vehicles.
12. The information collected for the purposes of screening prospective volunteer drivers will be retained by the principal and will be subject to the requirements of the Freedom of Information and Protection of Privacy Act. The driver abstract will be retained in a confidential file.

The applicant's driver's license must meet Motor Vehicle Act regulations for the vehicles being driven.

I have read the Covid-related Carpooling requirements and the above items regarding transportation of students for sanctioned school activities and accept and agree to follow these school requirements.

\_\_\_\_\_  
Driver's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's approval (signature)

\_\_\_\_\_  
Date