



St Alcuin College

Volunteer Driver Application Form

Adherence to these policy and procedures applies to all volunteer drivers transporting students for school events, including those volunteer drivers who are transporting only their own child, children or grandchildren.

All volunteer drivers must provide the following necessary documentation to Alcuin College prior to driving students:

1. Valid and subsisting British Columbia driver's licence appropriate to the vehicle driven. An "N" status is not acceptable.
2. Driver's Record (also known as a Driver's Abstract) less than one year old and with no violations within the last two years.
3. Proof of valid vehicle insurance with a minimum of \$3,000,000 in liability coverage. (We do recommend \$5,000,000 if you are transporting more than 3 students.)
4. Signed Volunteer Driver Application/Declaration Form

Volunteer Driver's Declarations

In volunteering to transport students, I declare the following:

1. My vehicles used for student transportation are rated appropriately and insured with minimum Third Party Liability insurance of \$3,000,000.
2. My vehicle is properly equipped with seat belts for each occupant; seat belts will be secured when travelling. Booster seats must be used for children up to their 9th birthday or 145cm (4'9") tall, whichever comes first.
3. I understand that Alcuin College will not accept responsibility for any damage to my vehicle in the event of an accident, nor for deductible, loss of insurance discount or loss of use.
4. I will ensure that, to the best of my knowledge, the motor vehicle used for student transportation is in good mechanical condition.
5. I am at least 21 years of age and in good health.
6. My vehicle will be equipped with winter, all season tires and/or chains for winter conditions.
7. For safety and health reasons, I will not allow smoking or vaping in my vehicle while transporting students.

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8. I will not, at any time during my performance as a volunteer driver, imbibe any alcoholic beverages, consume any cannabis or use any restricted substances.
9. I will operate the vehicle in a safe manner and not in contravention of any statute or regulation governing the operation of motor vehicles.
10. I have provided my most recent Driver's Record. I understand that if violations are recorded, a school administrator will determine my suitability as a driver. A new driver's record must be provided every year in September.
11. I agree to wear a seat belt and require all passengers to wear a seat belt.
12. I agree that I will not permit a child under 13 years of age to occupy the front passenger seat of a vehicle equipped with a passenger seat air bag.
13. I will not use my hand-held electronic devices, such as cellphones, Blackberrys, MP3 players and iPods, while driving students. Under *Bill 15, the Motor Vehicle Amendment Act, 2009* this is illegal. For further details see the Motor Vehicle Amendment Act.
14. I understand that my physical and medical condition is critical to my ability to safely operate a vehicle. I have no physical or medical conditions that restrict my ability to drive, nor am I taking any medications that would impair my ability to drive.
15. I will take direction from Alcuin College staff regarding pick-up and delivery of students to activities. In most cases, pick-up will be from Alcuin College and I will proceed directly to the event without stopping unless there is an emergency. The Head of School (and his/her designate) will provide direction on any alternatives to this practice for specific events. The same procedure and expectation is in effect for transporting students back to Alcuin College at the conclusion of an activity.
16. Although not to be used while driving, I will have a charged cell phone and have readily available the Alcuin College staff event coordinator's phone number as well as that of the school and the capability of calling emergency services if necessary. I will contact the Alcuin College staff in charge of the activity should any event arise during the trip which would cause alternative consideration to the procedures.
17. In the event of an emergency, I will call emergency services first and when practicable, call the Alcuin College staff event coordinator to inform them of the situation.

18. Once I have returned to the final destination, I will ensure that all students in my vehicle are met by and in the care of Alcuin College staff before departing. Alternative arrangements to this must be approved and confirmed by Alcuin College staff.

Volunteer Driver's and Vehicle Owner's Declarations

I have read the declarations above (items 1 through 18, including any notes where applicable) regarding transportation of students for sanctioned school activities and declare each of the above to be understood and true.

Signature: _____

Name (please print): _____

Date: _____

EXTRA INFORMATION

Number of operating seat belts in my car? _____

To obtain a Driver's Record:

1. The driver can call 604-661-2255 and it will be emailed, mailed or faxed to the driver or school, or
2. The driver can request it online at <https://onlinebusiness.icbc.com/cli/>) and it will be emailed to the driver and/or school, or
3. The driver can go to any driver licensing office. They will need to take
 - their B.C. driver's license, or
 - one piece of primary identification and a second piece of either primary or secondary ID.