

**DRIVER AUTHORIZATION FORM (SA 61)
FOR VOLUNTEER AND STAFF - REGISTRATION AND APPROVAL**

SCHOOL: _____

OWNER'S NAME: _____

OWNER'S ADDRESS: _____

OWNER'S EMAIL: _____ PHONE: (H) _____ (W) _____ (C) _____

DRIVER'S NAME (If different from owner): _____

DRIVER'S CHILD/(REN)'S NAME(S): _____ HOME ROOM/DIVISION: _____

DRIVER'S ADDRESS: _____

DRIVER'S EMAIL: _____ PHONE: (H) _____ (W) _____ (C) _____

VEHICLE MAKE: _____ MODEL: _____ YEAR: _____ PLATE #: _____

SEATING CAPACITY (including driver): _____ DRIVER'S LICENCE #: _____ EXPIRY DATE: _____

DRIVER (please check all that apply): ☐ STAFF ☐ PARENT ☐ STUDENT ☐ N' DRIVER ☐ ICBC INSURANCE # _____ ☐ OTHER(specify) _____

As a Volunteer Driver:

- I certify that I have: had no impaired driving charges, not been responsible for any automobile accidents, and no criminal charges relating to a motor vehicle, in the past 24 months. If holding an Intermediate Stage Licence (display an "N" sign), I have not had any moving violations in the past 24 months.
- I certify that I have a valid Class 4 or Class 5 BC Drivers' Licence or equivalent (or, I have an Intermediate Stage Licence, and display an "N" sign).
- I certify that the vehicle has Third Party Liability Insurance for a minimum of \$1,000,000 for a vehicle or \$10,000,000 for a 10-passenger van.
- I certify that the vehicle is maintained and in a safe operating condition and is equipped with tires appropriate for winter driving conditions.
- I agree to wear a seat belt, ensure that all passengers wear seat belts, and have approved booster seat or child restraint seats as required by the BC Motor Vehicle Act. The vehicle has _____ operating seat belts.
- I agree that I will not permit a Child 12-years and younger to ride in the front passenger seat if a side airbag exists, as stated by Transport Canada.
- I agree to operate the vehicle in a safe and legal manner.
- I agree to abide by the District Code of Conduct as attached and to maintain confidentiality.
- I will complete a Criminal Record Check in accordance with Board Policy as required.

DRIVER'S NAME (Please Print) DRIVER'S SIGNATURE DATE

As a Student Driver:

For a student driver to be a volunteer driver for the school, the student agrees to the above conditions and the driver's parents/guardians give their permission for the student to drive other students. 'N' drivers may only transport 1 non-family passenger.

STUDENT DRIVER'S NAME (Please Print) STUDENT DRIVER'S SIGNATURE DATE

PARENT/GUARDIAN'S NAME (Please Print) PARENT/GUARDIAN'S SIGNATURE DATE

Approval for the use of the above described vehicle driven by _____
to assist the school in connection with school activities is granted until June 30, 20_____. This approval process occurs annually.

PRINCIPAL OR /DESIGNATE'S NAME (Please Print) PRINCIPAL OR DESIGNATE'S SIGNATURE DATE

If vehicle is to be operated by a person other than the owner, the following statement must be completed:

I consent to the above described driver operating the vehicle and transporting passengers in connection with school activities. I confirm that the information given above, relating to the vehicle is correct.

OWNER'S NAME (Please Print) OWNER'S SIGNATURE DATE

Notes: 1) Excess liability coverage is provided and is effective only for the vehicle as above noted, while the insurance on that vehicle is valid and there is no breach of the regulations made pursuant to the Insurance (Motor Vehicle) Act and while the vehicle is used to assist the school in connection with the school activities. The additional coverage is effective only when the school is co-ordinating the transportation allocating passengers and the transportation is to and from the approved School/District event. 2) A copy of the driver's insurance certificate (vehicle make, model, year, plate #, third part liability insurance may be requested and to be kept on file. 3) The signed original of this Form is to be returned to the driver and a copy is to be kept at the main office.

DISTRICT CODE OF CONDUCT

HOW WE LEARN AND WORK TOGETHER

The Board of Education recognizes its obligation to provide all members of our school district community with a positive climate and a safe, healthy environment.

As we learn and work together, we will...

- 1** Show respect for the diversity of the members of our school and district community.
- 2** Behave in a safe, considerate and courteous manner.
- 3** Not threaten, harass, intimidate or assault, in any way, any person within our school district community, through physical violence, print or electronic media.
- 4** Not be in possession of weapons, dangerous articles, alcohol or illegal drugs while in school or work.
- 5** Show respect and pride in our school district buildings and equipment through care and appropriate use of school district property.
- 6** Respect the non smoking environment of our schools and school district facilities.

Our expectations for how we learn and work together shall apply to everyone in our schools and at school functions.

The complete code of conduct
is available online at:
sd38.bc.ca/codeofconduct

RICHMOND
SCHOOL DISTRICT NO. 38

