

Similkameen Elementary - Secondary School



Box 410 Keremeos, BC VoX 1N0
Phone: (250) 499-2727 Fax: (250) 499-2411

Dear Coaches/Parents,

District Policy states that all volunteer drivers that are conveying (transporting) students must have a Criminal Record Check, a Conveyance Form and a current Driver's Abstract.

The Criminal Record Check needs to be done **every** year. Volunteers do not have to pay for this service and the results for the Criminal Record Check will be emailed directly to the school. This process can be done through the following website:

<https://justice.gov.bc.ca/eCRC/>

Enter Access Code: CGNACTW2XB

To request the Driver's Abstract, phone ICBC at 1-800-950-1498 or 1-250-978-8300. This can be done online at www.icbc.com. You will need to provide your BC driver's license #. It can be emailed directly to sessoffice@sd53.bc.ca. This needs to be done **yearly**. This documentation will be kept on record in the office.

A School District 53 Conveyance Form can be picked up in the office. You will need to complete and hand back in to the office. This form must be completed **every** year.

Completing these steps will ensure we are in compliance with Section G-4 of SD 53 Policy.

If you have any questions or concerns, please contact the office at 250-499-2727.

Thank you,

A handwritten signature in blue ink that reads "Brown".

James Brown
Athletic Director

~We value learning and personal achievement~