



## AP A9 Volunteer Drivers Abstract Verification

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Legislative References:

Policy Reference: 2.60 Volunteers

Collective Agreement References: None

Date: June 3, 2024

The School District is responsible for the supervision and safety of students not only during regular hours of instructions, but also during school-sponsored activities both off school grounds and outside of school hours. To minimize risk, this Administrative Practice outlines the process for verifying driver's abstracts to ensure that individuals authorized as volunteer drivers have a safe driving record.

This Administrative Practice does not apply to a parent or guardian transporting their own child(ren).

The verification of driver qualifications for employees, including bus drivers, who drive district vehicles for work purposes is addressed under Administrative Practice AP T3 Employee Driver Qualifications Verification.

### **Processes**

1. The District requires all volunteer drivers have an approved five-year Driver's Abstract on file at the School Board Office before any driver is authorized to drive a student, other than their own. Potential volunteer drivers must:
  - 1.1. contact I.C.B.C. to obtain their five-year driver's abstract (available online).
  - 1.2. submit a current five-year driver's abstract to the school as part of their volunteer driver application.
2. The school will forward driver's abstracts to the school board office for verification. The Secretary Treasurer or their designate will confirm or deny volunteer driver eligibility.
3. A driver's abstracts will normally be approved when:
  - 3.1. The abstract is free of infractions for the five year period; or
  - 3.2. The abstract indicates one minor infraction occurring more than 12 months prior. Examples of minor infractions include basic speeding ticket, failure to wear seat belt, failure to come to a full stop at a stop sign, etc.
4. A driver's abstracts will not normally be approved when:
  - 4.1. The abstract indicates more than one infraction during the five year period;



- 4.2. The abstract indicates one infraction within the last 12 months; or
- 4.3. The abstract indicates a major infraction occurring during the five year period.  
Examples of major infractions include excessive speeding ticket, distracted driving, ticket or suspension based on impairment or reckless driving;
- 4.4. The abstract indicates a driver's license restriction of a "L" or "N" (Learner or New driver).
5. The Secretary Treasurer may use their discretion to approve a driver's abstract that indicates one or more infractions. In such cases, the Secretary Treasurer will indicate their rationale, sign and date the hardcopy of the driver's abstract.
6. All driver's abstracts are kept on record at the school board administrative office for the duration of the school year.
7. The school will be informed of any driver's abstract that is not approved.