

## IMPORTANT NOTICE TO CSS PARENTS:

### NEW PROCEDURES FOR VOLUNTEERING FOR AND/OR DRIVING STUDENTS ON SCHOOL ACTIVITIES

The teaching staff and administration of CSS recognize the immense value of the many volunteers who support outdoor education and off campus programs as well as those who assist teachers in their classrooms or with special events around the school.

In keeping with established practices within schools and community organizations, the CSS Board has ratified policy and procedures to optimize student safety during activities in which volunteers may be working with children.

Effective January 1, 2009, the Principal must approve anyone volunteering at CSS in a capacity that will bring them in contact with students. The approval process consists of the following steps:

1. Complete the *Volunteer Registration Form* (available on the CSS web site);
2. Complete the *Driver Authorization Form* (available on the CSS web site) if you anticipate the possibility of driving students other than your own children;
3. Obtain a *Driver's Abstract* available for a nominal fee from any Alberta Registry office (required only if you complete the *Driver's Authorization Form*);
4. Attend the CSS office and complete a *Police Information Check Form*. This form must be completed in person and witnessed by Mrs. Babiuk or Mrs. Shewfelt.
5. The school will submit *Police Information Check Forms* to the Calgary Police Service at no cost to the applicant; the results will be returned directly to the school by the Security Clearance office.
6. Upon receipt of the required forms and security clearance documents, the Principal will determine the eligibility of each volunteer and you will be notified in due course. Volunteers will be issued a personalized identification tag that must be worn while volunteering within the school. The id tag does not have to be worn during off campus trips but those being considered for such volunteer opportunities must appear on the active roster.
7. Those who are approved as volunteers by January 1, 2009 will remain on the active volunteer roster until June 2010, at which time the process will have to be repeated. Following this initial implementation it is anticipated that volunteers will require approval and security clearance checks on an annual basis in June for the following school year.

**Note:** As it may take 2 – 3 weeks to process a security clearance check, it is important that volunteer applicants wishing to participate in activities scheduled for January and February 2009 submit the required documentation no later than **Friday December 5, 2008**.

## Calgary Science School Volunteer Registration Form

*This form must be completed by all potential volunteers wishing to volunteer at the Calgary Science School.*

**How will this information be used?**

*All information is collected and processed in accordance with the Freedom of Information and Protection of Privacy Act (FOIP). Information will only be utilized for the purpose of minimizing the risk of harm to students. All information is kept strictly confidential and will be used only for the purposes of this volunteer application. An applicant may, at any time, request an interview with the Principal or designate to discuss previous or current criminal convictions or driving infractions. Upon receiving written notice by the applicant of intent to terminate volunteer services or withdraw a volunteer application, all information collected shall be destroyed.*

**Applicant Information**

Parent/Guardian Name: \_\_\_\_\_  
*Surname* *First Name* *D M Y*  
*Birth date*

Address \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

e-mail: \_\_\_\_\_

Student Name #1 \_\_\_\_\_ Homeroom: \_\_\_\_\_

#2 \_\_\_\_\_ Homeroom: \_\_\_\_\_

#3 \_\_\_\_\_ Homeroom: \_\_\_\_\_

***Please read the following volunteer requirements carefully and initial each one to indicate your understanding and acceptance of the conditions.***

- I agree to a Security Clearance Check by the Calgary Police Service (Please complete a *Consent to Search and Disclosure of Personal Information Form*).
- I understand that the Calgary Police Service will forward the results of the Security Clearance Check to the school.
- I agree to submit a current driver's abstract, a copy of my vehicle insurance certificate, and complete an *Application for Driver Authorization Form* if I will be using my own vehicle for a field trip during which I may be required to transport students.
- I understand that I may only participate as a volunteer at CSS upon receiving the written approval of the Principal.

\_\_\_\_\_

*Signature of Applicant*

\_\_\_\_\_

*Date*

**Office Use Only**

<input type="checkbox"/> Consent to Search & Disclosure form		Date _____
<input type="checkbox"/> Driver's Abstract required	Yes _____ No _____	Received _____
<input type="checkbox"/> Copy of vehicle insurance		
<input type="checkbox"/> Application for Automobile Driver Authorization form		
<input type="checkbox"/> Security Clearance Check Received		Date _____
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Principal's Signature: _____

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**APPLICATION FOR AUTOMOBILE DRIVER AUTHORIZATION**  
(FOR CURRENT SCHOOL YEAR ONLY)  
**PLEASE ATTACH A CURRENT DRIVER'S ABSTRACT TO THIS APPLICATION**

A. SCHOOL YEAR \_\_\_\_\_/\_\_\_\_\_

B. DRIVER'S NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

DRIVER'S ADDRESS \_\_\_\_\_

DRIVER'S LICENSE NUMBER \_\_\_\_\_ CLASS \_\_\_\_\_ EXPIRY DATE \_\_\_\_\_

Has your driver's license been suspended in the last three years? Yes  No  If yes, please give details  
[See Note #1 over]

\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of an offense under the Highway Traffic Act, the Motor Vehicle Administration Act, or for any motor vehicle related offense under the Criminal Code during the last three years? Yes  No

\_\_\_\_\_  
\_\_\_\_\_

C. VEHICLE \_\_\_\_\_ Second vehicle (if any) \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Make Model Capacity Make Model Capacity

Vehicle owner's name \_\_\_\_\_ Telephone \_\_\_\_\_

Vehicle owner's address \_\_\_\_\_ Postal Code \_\_\_\_\_

Insurance on vehicle: Company \_\_\_\_\_ Policy No. \_\_\_\_\_

Agent \_\_\_\_\_ Liability Limit \$ \_\_\_\_\_

Passenger Endorsement Yes  No  [See Note 3 on reverse]

D. COMMITMENTS (Initial each box below after reading)

I agree to abide by the requirements of the Highway Traffic Act and the City of Calgary Traffic Bylaws while acting as a volunteer driver for school functions. I undertake to report to the school principal all accidents and any suspension of my license or change in my insurance status, which may occur after the date of this authorization while it remains in force (i.e. current school year).

...over

- I have advised my insurance company that I have applied to serve as a volunteer driver.
- I agree to operate the automobile referred to herein in a safe manner, to drive in accordance with the Highway Traffic Act, to limit the number of passengers to the number of seat belts that are usable and to comply with the directions of teachers or agents of the Calgary Science Charter School Society.
- I accept the foregoing undertaking and certify that the information contained in this application is accurate to the best of my knowledge.

DRIVER \_\_\_\_\_ DATE \_\_\_\_\_

VEHICLE OWNER \_\_\_\_\_

PRINCIPAL \_\_\_\_\_ DATE \_\_\_\_\_

#### NOTES

1. Applications can be approved only when the driver possesses a valid driver's license and is able to respond **NO** to questions concerning convictions and suspensions.
2. Insurance reminders:
  - In case of a claim, the vehicle owner's automobile liability insurance applies before Calgary Science School Society insurance.
  - Excess automobile liability insurance protection is provided under the School's insurance policy for authorized drivers while transporting pupils in privately owned vehicles on an approved school activity or function. This insurance is only for an amount in excess of the greater of the minimum liability limit required by Alberta law or such higher limit of liability provided by the vehicle owner's automobile liability insurance policy.
  - The Calgary Science Charter School Society does NOT insure damage to the owner's vehicle.
3. The owner of the vehicle is expected to inform his/her insurance agent of the intention to use the automobile and to act as a driver for Calgary Science Charter School activities. The majority of insurance companies do not require an endorsement to auto policies or an additional premium charge because this driving is classified as occasional and is not done for compensation.