

## Volunteer Driver Application Form

School \_\_\_\_\_ School Fax \_\_\_\_\_

Driver's Name \_\_\_\_\_

Volunteer for (Staff Name) \_\_\_\_\_

Name of Children in the School \_\_\_\_\_

Address (Street, City) \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**Vehicles to be used**

|   | Vehicle 1 | Vehicle 2 |
|---|-----------|-----------|
| Year/make/style   |           |           |
| Colour  |           |           |
| License plate   |           |           |
| Passenger capacity  |           |           |
| Owner's name  |           |           |
| Drivers license number  |           |           |
| Number of operating seat belts  |           |           |
| Number of places for booster seats<br>(if applicable see Declaration #2 ) |           |           |
| Insurance registration number /<br>expiry date of insurance               |           |           |

**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 \$1,000,000
- 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 the School District 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 and not a secondary school student. Upon request I will provide a copy of my current driver's license to the school principal/vice-principal
- 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 in my vehicle while transporting students
- 8 I will not, at any time during my performance as a volunteer driver, imbibe any alcoholic beverages 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

## Volunteer Driver Application Form

- 10 My Drivers Record dated \_\_\_\_\_ is attached 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 three years
- 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

### Note

- A If a vehicle has the capacity to carry more than 9 occupants the driver must have a Class 4 Driver's license
- B The School District provides Excess Third Party Liability coverage for volunteer drivers and owners while lawfully operating vehicles on behalf of the School District
- C Your B C driving record lists your licensing transactions and offences over the last 5-year period

### Getting your own record

You can get a free copy of your B C driving record from a driver licensing office Here's the process

- 1 Go to any driver licensing office Bring
  - your B C driver's license, or
  - one piece of primary identification and a second piece of either primary or secondary ID
- 2 Receive a copy of your driving record from licensing staff
- 3 You can also call 604-661-2255 and it will be mailed or faxed to you

### Volunteer Driver's and Vehicle Owner's Declarations

(I/We) have read the declarations above items 1 through 13, including notes, regarding transportation of students for sanctioned school activities and declare each of the above to be true

\_\_\_\_\_  
Driver Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vehicle Owner Name (please print)

\_\_\_\_\_  
School Principal Name

\_\_\_\_\_  
Vehicle Owner Signature

\_\_\_\_\_  
School Principal Signature

## Volunteer Application Form

In order to help secure the safest possible environment for students, it is the policy of North Vancouver School Board that all volunteers complete a copy of the Volunteer's Application

School \_\_\_\_\_

Volunteer for (Staff Name): \_\_\_\_\_

Name: \_\_\_\_\_  
Last Name First Name Initial

Name of Children in the School \_\_\_\_\_

Address (Street, City, Postal Code) \_\_\_\_\_

Birth Date. \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

- 1 Have you ever been convicted of a criminal offence?  Yes  No
- 2 Are there currently any outstanding criminal charges against you? (Note. A criminal charge or conviction will not automatically exclude you from volunteer opportunities. The nature of the volunteer activities and the circumstance related to the charge or conviction will be considered )  Yes  No
- 3 Do you know of any reason why you should not participate as a volunteer where you will be in contact with children?  Yes  No
- 4 Do you have any communicable or infectious disease?  Yes  No

If any of the above questions 1, 2, 3 or 4 are answered YES, please provide details in the space provided below. Confidentiality will be respected. Include at least one authority (name, position, and telephone number) with whom we may discuss matters and confirm details.

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

Provide the names and telephone numbers of two references

1 Name. \_\_\_\_\_ Phone Number \_\_\_\_\_

2 Name \_\_\_\_\_ Phone Number \_\_\_\_\_

I certify that the information given in this form is true and correct and agree that falsification or omission of information called for may result in my removal as a volunteer. To ensure the safety and well-being of children, permission is hereby granted to conduct any investigation including a criminal record search, that may be deemed desirable regarding the information contained in this form.

Signature. \_\_\_\_\_ Date: \_\_\_\_\_

## Dorothy Lynas School Volunteer Code

I agree to abide by all instructions and direction given to me by the supervising teacher while volunteering.

I have read the Dorothy Lynas Elementary Code of Conduct and will follow its guidelines respectfully and responsibly while volunteering.

I have spoken with my supervising teacher about student behavior and expectations and understand my role in responding to students.

I have reviewed with the supervising teacher the emergency and fire drill procedures in place at the school.

I am aware of the confidential nature of teacher records, student records, student individual programs, and student progress and agree to refrain from discussing or making comments of a personal nature regarding students, staff, and individual programs or individual student progress.

If I am a volunteer driver, I understand that I must complete the volunteer driver's check in the school office prior to driving students.

I understand that North Vancouver School District Policy 404: Volunteers in Schools may result in the principal requiring additional information from me prior to certain specific types of volunteer activity.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

*The active involvement of parents in a volunteer role has the potential to provide considerable benefit to the intellectual and social development of students. In addition, the participation of volunteers increases communication and positive relationship between the school, parents, and the community. Consequently, the Board supports and encourages the use of volunteers to support the work of employees (Excerpt from NVSD Policy 404: Volunteers in Schools.)*

Thank you for your valuable and welcome support as a

Dorothy Lynas Elementary School volunteer!

## Confidentiality Declaration

### For all employees and volunteers:

I (please print name) \_\_\_\_\_  
have read and understand the Privacy Policy 611.

I understand that personal information of students, families and employees to which I have access during my employment or affiliation with the District must be treated confidentially and must be collected, used and disclosed in compliance with the District's *Privacy Policy*, the *Freedom of Information and Protection of Privacy Act* and the *School Act*. I understand that personal information may only be exchanged with other authorized personnel and volunteers who have legitimate educational or employment purposes for accessing such information. I acknowledge that I am required to take reasonable steps to ensure that security measures outlined in the Policy are in place when I am using the District's systems.

I understand that the District may monitor my use of its systems without prior notice in order to ensure that privacy rights are protected and that the District's network communications are being utilized for valid work related purposes.

I further understand that there may be consequences if I violate the terms of this agreement, including loss of access privileges and disciplinary action if I am a School District employee.

Signature: \_\_\_\_\_

Employee Number: \_\_\_\_\_

Date (y/m/d): \_\_\_\_\_

Location: \_\_\_\_\_

## Confidentiality Declaration

### 611 Privacy

Adopted November 22, 2005

#### Policy

##### Guiding Principles

The Board of School Trustees, School District 44 (North Vancouver) (the "District") is a public body subject to the *Freedom of Information and Protection of Privacy Act (FIPPA)* and the *School Act*. Both statutes contain provisions that address privacy of personal information held by the District.

As the custodian of both student and employee personal information, the District has a legal obligation to protect personal information in its custody or control from unauthorized access, use, disclosure, and disposal. In fulfilling these responsibilities, the District complies with the provisions of the *FIPPA* and the *School Act* that apply to records in its custody or control.

The District will provide information to employees, volunteers and service providers about this Policy and the need to protect the personal information of employees and students in compliance with this Policy. In the event an employee is uncertain about whether information is confidential or the nature or extent of his or her obligations under this Policy, the employee must seek clarification from the District Privacy Officer.

#### FIPPA

The *FIPPA* governs the collection, use and disclosure of personal information by the District and requires that personal information held in the District's custody and control be protected by reasonable security arrangements.

Under the *FIPPA*, "personal information" means any information about an identifiable individual. Personal information may include data such as unique identifiers (PEN/SIN), school records, residential phone numbers, gender, aboriginal status, medical, educational, employment, or psychiatric history, behavioural assessments, personnel evaluations, racial or ethnic origin, sexual orientation or religious beliefs.

##### *Collection of Personal Information*

In accordance with the *FIPPA*, the District has the legal authority to collect personal information that relates directly to and is necessary for its operating programs or activities or as otherwise authorized by statute. Personal information will be collected directly from the individual the information is about unless another method of collection is authorized by the individual or the Act.

##### *Use of Personal Information*

Personal information will be used for the purpose for which it was collected or for a use consistent with that purpose. Additional authorized uses are identified in Part 3 of the *FIPPA*.

##### *Disclosure of Personal Information*

Disclosure of personal information occurs when the information is provided to an external or third party. Such disclosure must comply with the provisions of Part 3 of the *FIPPA*.

Personal information may be disclosed to a third party if the individual who is the subject of the information has provided written consent in accordance with the *FIPPA* Regulation. In the case of a student under age nineteen, such consent may be provided by the student's parent or guardian.

## Confidentiality Declaration

### 611 Privacy (continued)

#### *Access to Personal Information*

The *FIPPA* provides a general right of access to any record in the custody or under the control of a public body, including records containing personal information, subject to certain exceptions which are set out in Part 2 of the Act

The *FIPPA* Regulation allows a parent or guardian to access personal information on behalf of a child under the age of nineteen

The District governs the right of access by an individual to his/her own personal information and by the public to any information or records in its custody or control in accordance with *FIPPA* and the *School Act*.

#### **School Act**

The *School Act* addresses privacy in the context of student records (79) "Student record" is defined in Section 1 of the *School Act* Appropriate procedures must be in place for the storage, retrieval, and appropriate use of student records and the District must ensure the confidentiality of information contained in student records

All student records are the property of the District. A student and parent or guardian has a right of access to copies of academic records and other student records (9), as well as information about the student's progress, attendance and behavior at school (7) Under the *School Act*, records that are in the sole possession of the maker are not part of the official student file Please refer to *Policy 601 Access to Student Records*

#### **Student Personal Information**

Student personal information includes any information that identifies a student including the student's name, address, and telephone number, Personal Education Number, assessments, results, and educational records

District employees may disclose student personal information to other District employees where such disclosure is necessary for the performance of the duties of the employee and to other school districts where it is necessary for educational purposes

In accordance with the *FIPPA*, other ministries, school districts, or law enforcement agencies may have access to personal information where this is necessary for the provision of their services.

If student personal information is intended to be used for purposes ancillary to educational programs such as newsletter publications, website postings, honor roll lists, team rosters or yearbooks, students and/or parents must authorize the disclosure of personal information for such purposes When a school or the District collects personal information about students or families, parents/guardians should be informed of the purpose for which the information is being collected

Parents/guardians will be provided with a form entitled *Authorization for Disclosure of Student Personal Information* upon their child's initial enrollment Where the parent or guardian provides consent, this will allow the school or the District to publish student personal information for purposes such as recognition of achievement, promotion of events, or commemoration of school events This authorization will be sought annually at the beginning of each school year Parents/guardians will have the ability to opt out of providing information that is not directly related to a student's educational program or necessary for the District's operational activities

#### **Employee Personal Information**

Employee personal information is any recorded information about an identifiable employee other than contact information "Contact information" means information enabling an employee to be contacted at work and includes the name, position name, business telephone number, business address, business email, and fax number.

## Confidentiality Declaration

### 611 Privacy (continued)

#### Employee Personal Information (continued)

The collection, use, disclosure, access to and disposal of employee personal information are governed by the *FIPPA*. All provisions of the *FIPPA* that apply to employee personal information in the District's custody or control will be observed

#### Securing Personal Information

In an organization with province wide electronic data management systems such as BCeSIS, unique privacy concerns exist. Information management must be dealt with in a responsible, efficient, ethical and legal manner. Users of computer network resources should not disseminate personal information to anyone not covered by a confidentiality agreement, and even then, precautions should be taken to ensure information is protected from unauthorized access, use and disclosure.

All District employees are expected to maintain, secure and retain appropriate student and personnel records in a manner that respects the privacy of employees, students and students' families.

The following safeguards, though not an exhaustive list, will assist in protecting privacy of personal information for both students and employees.

- Paper files due for destruction should be securely shredded and disposed of; computer files should be erased in their entirety.
- Paper files due for destruction should be securely shredded and disposed of, computer files should be erased in their entirety.
- Information should be safeguarded by implementing reasonable security precautions: locked storage, removal of personal information from work areas, proper shredding of binned material.
- Confidential warning should be listed on fax cover sheets to prevent information from being accessed and viewed by an unauthorized party if a fax is obtained in error. Highly sensitive material should not be faxed.
- Personal information about a third party should be emailed only to authorized recipients. Emails sent or received with such personal information should be deleted immediately.
- Sensitive information such as pictures of students or employees, or personal information such as home addresses and phone numbers should not be transmitted or exposed on Internet or published without consent.
- Access by employees to personal information should be based on a need to know principle and where employment duties require such access. Unauthorized access to information about colleagues, friends, or family is not permitted.
- Any personal information of an employee that is no longer required for administrative, financial or legal purposes will be destroyed in a confidential manner.
- Internet/internal computer network systems must be used in accordance with protocols of *Communication Systems Policy 609*. Appropriate measures will be taken by the Manager of Information Technology Services to ensure security, restriction, and monitoring of processes.
- Laptops and other electronic devices, such as Personal Digital Assistants, should be either kept on one's person or be secured in safe physical storage.
- Passwords should not be shared with coworkers, nor should coworkers log in with another employee's password.
- Personal information should not be discussed in any physical location that may compromise confidentiality.
- Posting of personal information such as exam results should not contain student identifiers.



## Confidentiality Declaration

### 611 Privacy (continued)

#### **Publication of Policy**

This Policy will be made available to all employee groups and volunteers. All employees and volunteers should familiarize themselves with the privacy obligations outlined in this Policy. Review of the policy will be undertaken if legislation necessitates changes.

#### **Investigation of Complaints**

The District has the right to investigate complaints or suspected contraventions of this Policy and may access files where misuse or misconduct is suspected. Other school districts or provincial authorities may assist in any investigation of privacy issues.

Anyone suspecting or aware of the unauthorized collection, use, access, or disclosure of student or employee personal information, breach of confidentiality protocols or contraventions of this Policy must report such activities to the District Privacy Officer.

#### **District Privacy Officer**

The District Privacy Officer is the Secretary Treasurer who may be contacted at the North Vancouver School Board office, 2121 Lonsdale Avenue, North Vancouver, B.C., V7M 2K6.