

**Coal Tye Elementary  
Information Release Form 2015-2016**

**Child's Name:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_

**Phone Number/Name Release:**

I hereby authorize my child's name, and/or my name, and phone number to be released for the following reasons:

\_\_\_\_\_ Class lists to be sent home for birthday parties, etc.

\_\_\_\_\_ Parent Advisory Committee (PAC) for fundraising activities

**Signature of Parent/Guardian:** \_\_\_\_\_

**Media Releases:**

It should be understood that your child's photograph may be taken by the media or other parents at public events such as school concerts, sports day, etc. and that the school has no control over children being photographed on public occasions. We will, however, work to ensure that your child's name and photograph are not used in a school-related human interest story, when a reporter visits the classroom, unless we have your expressed permission.

\_\_\_\_\_ I hereby authorize the school to allow the media to take my child's photograph and/or use my child's name in relation to a news or human interest story.

\_\_\_\_\_ I hereby authorize the school to allow pictures & name of my child to be used on the district website/newsletters and school website

**Signature of Parent/Guardian:** \_\_\_\_\_

\_\_\_\_\_ Under no circumstances is my child's picture or name to be used in the press, television or any website

**Signature of Parent/Guardian:** \_\_\_\_\_

**Field Trip Permission Form - School Area**

I grant permission for \_\_\_\_\_ to participate in field trips within walking distance of Coal Tye Elementary School. It is understood there will be adequate supervision, and behaviour expectations will be similar to our school guidelines. Parents will be informed when the class is going on a "walking field trip" and for what purpose.

**Signature of Parent/Guardian** \_\_\_\_\_

**Email Address**

Please provide your email address if you would like to receive newsletters and other notices electronically. Electronic distribution helps save paper and photocopying costs for the school.

**Email Address:** \_\_\_\_\_

The information on this form is collected under the authority of the School Act, Sections 13 and 97. The information provided will be used for educational program purposes and, when required, may be provided to health services, social services or other support services as outlined in Section 97(2) of the School Act. If you have any questions about the collection and use of this information, please contact the Principal of your school or the Information and Privacy Officer, School district 68, 395 Wakesiah Avenue, Nanaimo, B.C. V9R 3K6. Telephone (606) 754-5521.

**NEW INFORMATION FOR VOLUNTEERING (see over)**

# VOLUNTEERING

Volunteers are important in our school. We rely on volunteers in the library, the garden, in the classroom, as readers with students, as coaches for sports and for our many school events and field trips. We now require ALL volunteers working in our school and with our students to have a Volunteer Registration Form (see attached); a drivers abstract from ICBC when transporting students; and a Criminal Record Check. This criminal record check has been streamlined and is simple to complete online at <https://justice.gov.bc.ca/eCRC/home.htm> . Our district's access code is: **UQ4T7XXBHE**.

\_\_\_ Yes, I/we would like to volunteer at the school and have applied online for the Criminal Record Check.

Full name (please print) \_\_\_\_\_ / \_\_\_\_\_

Date of birth (YYYY-MM-DD) \_\_\_\_\_ / \_\_\_\_\_

\_\_\_ Yes, I/we may be driving for fieldtrips and will provide the office with my/our current driver abstract (obtained by calling ICBC at 1 800 663-3051) before volunteering to drive students.

Please contact the office should you require further clarification.

## Volunteer Driver Application Form

Driver's Name: \_\_\_\_\_ Driver's Licence # \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

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

Vehicles to be used:	Vehicle 1	Vehicle 2
Year/Make/Style	_____	_____
Color	_____	_____
License Plate No.	_____	_____

Number of students who can be transported safely Vehicle 1 \_\_\_\_\_ Vehicle 2 \_\_\_\_\_  
**(Safe placement of a low back booster seat requires a lap and shoulder belt, and headrest)**

Owner's Name \_\_\_\_\_

## REGULATIONS

In volunteering to transport students, I confirm my awareness of the following school district regulations:

1. Vehicles used for student transportation must be rated appropriately and insured with Province of British Columbia - minimum Third Party Liability insurance. The vehicle must be properly equipped with seat belts for each occupant; seat belts must be secured when travelling. **NEW: All children must use an age and weight appropriate child seat until their 9<sup>th</sup> birthday unless they have reached 4'9" (145cm) tall. Children who are 20 lbs (9kg) to 40 lbs (18kg) should be restrained in a forward-facing child seat and children who are over 40 lbs (18kg) should be restrained in a booster seat. Children under 5'5" or less than 12 years old must not be transported in the front seat if the vehicle is equipped with a passenger's side airbag.**
2. The school district does not accept responsibility for any damage to the vehicle in the event of an accident, nor for deductible, loss of insurance discount, or loss of use.
3. The volunteer driver and owner should ensure that, to the best of his/her knowledge, the motor vehicle used for student transportation is in good mechanical condition.
4. Vehicles used will only be driven by the volunteer driver noted above who must be at least 21 years of age and in good health. The driver should not have been responsible for a "preventable" accident for at least the previous three years. Upon request the driver must provide a copy of his/her current driver's license and abstract to the school principal/vice principal.
5. The vehicle must be equipped with winter or all-season tires (and chains, where applicable, for winter conditions).
6. For safety and health reasons, smoking will not be permitted in vehicles while transporting students.
7. The driver must not, at any time during his/her performance as a volunteer driver, imbibe any alcoholic beverages or use any restricted substances.
8. The driver must not operate the vehicle in an unsafe manner or in contravention of any statute or regulation governing the operation of motor vehicles.

- Notes:**
- a. If a vehicle has the capacity to carry more than nine occupants, the driver must have a Class 4 driver's license and must adhere to all National Safety Code regulations.
  - 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.

**Volunteer Driver's and Vehicle Owner's Declarations:** (I/We) have read the above items 1 through 8, including notes, regarding transportation of students for sanctioned school activities and accept and agree to follow these school district regulations and to update as changed circumstances require.

\_\_\_\_\_  
Driver's Signature

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date