

STUDENT TRAVEL DOCUMENTS (FOR PARENTS)

**** Please read carefully ****

CHECK LIST - HAND IN ALL DOCUMENTS TO MAIN OFFICE

◇ All forms (with the exception of the Vulnerable Sector Check (formerly Criminal Record Check) and the Child Abuse Register Check must be completed on an **annual basis**.

◇ A photocopy of each of the following current documents must be attached to the J-Form for **each driver and / or each vehicle** prior to approval:

- Driver's License
- Vehicle Permit
- Proof of Insurance
- Proof of Vehicle Inspection (paper provided when vehicle is inspected)

◇ Signatories on the J-Form shall ensure compliance with all provisions outlined in this form and the Transportation Section of this document and in the Strait Regional Centre for Education Transportation Policy found at <https://srce.ca/content/policy-manual>.

◇ By signing the J-Form, the **driver** agrees to advise the Principal immediately of any changes to the status of any of the information and/or documents provided above.

◇ Complete Teacher/Chaperone Consent form.

◇ Complete Confidentiality Agreement form.

◇ Complete Volunteer Application form (please note this form is **double sided**).

** For more information on the policies regarding volunteering, please visit the website <https://srce.ca/sites/default/files//6C1-Volunteers%20in%20the%20School-final-August-5-2015.pdf>

◇ Child Abuse Register form. This form is to be **sent out by the applicant**. It is returned to the applicant and must be submitted to Main Office. It is valid for three (3) years.

◇ Vulnerable Sector Check (formerly Criminal Record Check). Volunteers need to request a check at an RCMP office in the county in which they reside (forms available at RCMP office). See attached waiver letter to waive the \$25.00 fee. The completed check may be picked up by the applicant only and submitted to the Main Office. It is valid for three (3) years.

** If you have previously submitted a Vulnerable Sector Check and Child Abuse Register Check, you may verify its validity by called the school at 902-863-1620.

**From November 1 to April 30 inclusive, all vehicles travelling with students must have winter tires. The Principal (or his/her designate) may inspect any vehicle driven for this purpose.