

## **Please read the following instructions carefully**

Thank you for applying to be a volunteer driver with the Volunteer Cancer Drivers Society. Before you begin providing service for cancer patients, you must complete the five administrative details outlined on the next page. If you have any questions, please reach out to the Registrar via email at: [registrar@volunteercancerdrivers.com](mailto:registrar@volunteercancerdrivers.com)

Once your documentation process is complete, you will be mailed a Driver's Kit and contacted to arrange your Orientation Ride with an experienced VCDS driver. The driver will familiarize you with our operating procedures and take you to visit the treatment facilities that you will be driving to. During the Orientation Ride you will be provided with a Personal Protective Equipment (PPE) kit. You will be contacted by your Dispatcher who will ask you a few questions about your preferences for driving availability, times and locations and then will begin assigning you patient rides.

To ensure the safety of you and your patients, you will be following our Infection Prevention and Control (IPAC) policy. The procedures will be reviewed on your orientation ride. Drivers must ensure they remain up-to-date and compliant with the latest IPAC policy supplied by the VCDS. You can find the latest protocols on our website: [www.volunteercancerdrivers.ca](http://www.volunteercancerdrivers.ca).

Volunteers are recommended to provide proof of double Covid vaccination as one of the administrative steps.

Patient appointments will be between 8 AM and 6 PM Monday to Friday. Expectation is that you will be available to drive once or more per week. A drive entails you picking up the patient at their residence, driving to the treatment facility, waiting while the patient has their appointment and then driving them home again. If the appointment is going to be long, the dispatcher may assign one drive for delivery and a second drive for pickup.

As a volunteer driver you will become a member of the Volunteer Cancer Drivers Society. There is no cost involved but it is a requirement that you abide by the policies and procedures of the society.

Thanks for volunteering!

VCDS Team

## **Volunteer Driver Administrative Steps**

To complete the administration portion of your application, we ask that you provide the following documentations:

- 1. ICBC Drivers Abstract (Driving Record)** This document is available online at <https://www.icbc.com/driver-licensing/getting-licensed/Pages/Your-driving-record.aspx>  
Alternatively, you may call ICBC at [604-661-2800](tel:604-661-2800) and request them to send your Driving Record to [registrar@volunteercancerdrivers.com](mailto:registrar@volunteercancerdrivers.com) (we accept drivers with no more than 5 demerit points in the past 5 years and, it must not contain a distracted driving infraction).
- 2. Vehicle 3rd party liability** Please scan or take a picture and email the appropriate portion of your insurance papers that show the vehicle you will use to transport patients has *\$3,000,000 or more* 3rd party liability. The picture must be clear and shows both the expiry date of the insurance and the license plate of that vehicle. Please note: If you are upgrading your 3rd party liability insurance, the classification of your insurance coverage does not need to be changed. If the agent asks, you are not being paid for your drives, only to be reimbursed for your vehicle expenses. There should be no requirement to change the rate class of your vehicle. If necessary, we will provide ICBC documentation to support this. Even though the rate class will not change, if you are increasing your liability coverage, there will be a very small additional cost that will be at your expense.
- 3. Criminal Record Check and Vulnerable Person Check** All cancer patients are considered Vulnerable Persons because they are being treated by a health care facility. The VCDS is registered with the Criminal Record Review Program (CRRP) to facilitate having these checks performed. You must apply online through the CRRP Online Service. To use this free service, go to: <https://justice.gov.bc.ca/criminalrecordcheck>

When prompted, enter our Access Code: **QEAKDSZJLB**

VCDS will not accept CRC that was done at a local police department. When you go in, what you get is a “Police Information Check”, and not a full Criminal Record Check.

If you have had a criminal record check completed by the CRRP within the last 5 years, you can share the result with us by following the instructions on page 8 of the CRC Applicant User Guide attached.

*Please note:* if you are contacted to have fingerprints done, and you have had prints done within the past 10 years, please contact the CRRP at 1-855-587-0185 (Option 2) or email: [criminalrecords@gov.bc.ca](mailto:criminalrecords@gov.bc.ca) and let them know.

When the CRC application has been submitted, it can take anywhere up to 6 weeks for the CRRP to provide the response to the VCDS. The VCDS Registrar will then send you an email advising whether CRRP has approved your application.

If you are having difficulties with completing your CRC online, please email us for further assistance. It may help to watch this video of the applicant process:

<https://www.youtube.com/watch?v=RP58Vipb-hI&t=1s>

- 4. COVID Vaccination Status (Recommended)** Please email a copy of your BC Vaccine Card or other proof of double vaccination showing the date of the second vaccination. Do not send us only the QR code of your immunization record.
- 5. Driving Expense Reimbursement** Once you have completed your orientation, you will receive an email that consist of a survey link that requires you to choose your reimbursement preference. Choices will include full payment, full donation, gas coupon or a percentage donation. This must be completed prior to you start driving for VCDS.

**All above documents send to us must be clear and legible.**

**Please forward all documents to: [registrar@volunteercancerdrivers.com](mailto:registrar@volunteercancerdrivers.com)**