

AUTHORISATION FOR REGULAR TRANSPORTATION

CHILD/REN'S NAME								
DESCRIPTION		School Regular pick up and Drop off during School terms, Literacy and Social Development, Physical Development and Play						
Day	Reason for transportation	Pick up location and Destination	Approximate time and duration of transportation	Method of transport	Requirements for seat belts or safety restraints	No. of children	Supervising staff, educators or other adults	
MON	School drop off	Service to School address		☐ Car ☐ Bus ☐ Walk				
TUES								
WED								
THUR								
FRI								
MON	Transfer from school to service	School to Service address		☐ Car ☐ Bus ☐ Walk				
TUES								
WED								
THUR								
FRI								
MON	LIBRARY VISIT	Day care to Library address		☐ Car ☐ Bus ☐ Walk				
TUE								
WED								
THU								
FRI								
SAT								
MON	PARK VISIT	Day care to Park address		☐ Car ☐ Bus ☐ Walk				
TUE								
WED								
THU								
FRI								
SAT								

	MON	KIDZONE FDC SERVICE OR OTHER	Day care to		☐ Car ☐ Bus ☐ Walk			
	TUE							
	WED							
	THU							
	FRI							
	SAT							
Any medical or medication requirements for child/ren. Yes/No: Comment [e.g. provide information regarding Medical Management Plan if required]								
Parent/Guardian: I hereby give my consent for Educator: _____ and Educator Assistant: _____ to provide regular transportation as detailed above for 12 months, effective from the date of this authorisation. In an emergency, I authorise the Service to seek necessary medical assistance from a medical practitioner or hospital including transportation by ambulance if required.								
Parent/Guardian		Name		Signature		Date		
Contact phone number		Mobile		Home		Work		
Education and Care National Regulations 2011- Regulations 102B requires a transport risk assessment to be conducted before our service transports any child. Regulation 102D requires our service to receive written authorisation to transport children . Our service has completed a risk assessment to identify and assess any risks that the transportation of a child may pose to the safety, health and wellbeing of the child. This has been authorised by the Approved Provider and is available to sight at our service. Policies and procedures for transporting children are also available to view. Regular transportation means the transportation by the service or arranged by the service of a child being educated and cared for by the service, where the circumstances relevant to a risk assessment are substantially the same for each occasion on which the child is transported. An authorisation is only required once in a 12-month period.								