

This form complies with Education & Care National Regulations r102D. Changes to this section of the National Regulations commence **1 October 2020**.

For all regular transportation, authorisation from a parent/guardian should be obtained once every 12 months. All routes must be included.

A regular outing has been defined as: "a walk, drive or trip to and from a destination a. that the service visits regularly as part of its educational program; and b. where the circumstances relevant to the risk assessment are substantially the same on each outing." Reg 4 (1). This definition captures both casual and permanent bookings where the travel that occurs during particular sessions is substantively the same each session.

Please note that the relevant details of the journeys being taken have been pre-filled by the service.

## Accompanying Documents

- A risk assessment has been prepared for the journey(s) listed in this agreement, and is available at the Service, as per *reg 102B, C*
- Policies and procedures pertaining to travel are in place and available at the Service, as per *reg 168(2)(ga)*

## Regular Transportation Permission Form

### Child Information

Child 1 – Full Name: \_\_\_\_\_

Child 2 – Full Name: \_\_\_\_\_

Child 3 – Full Name: \_\_\_\_\_

Name of Authorising Family Member: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

**I consent to the regular transport of my child as per the information below.**

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

(Actual or online signature is required. Please do not type your name here)

*Note: This transport authorisation is valid up to 12 months from the date when signed by parent/guardian.*

# Before School Care

Journey 1A includes children from Ellison, St Thomas Aquinas and Springwood PS

Journey 1B and Journey 2 includes children from Springwood PS

<b>Journey 1 A</b>	Start: 08:15	Finish: 08:30	Estimated length of journey: 15 minutes
<b>Purpose of journey</b>	Walking to the bus stop in the morning in order for children to catch the bus to Ellison and St Thomas Aquinas schools		
<b>How frequently is this journey expected to occur?</b>	Daily (on each occasion child attends before school care including on Monday, Tuesday, Wednesday, Thursday, Friday)		
<b>Route Information – see maps for Routes 1, 2 &amp; 3</b>	Departure point: Tanderra, 14 Raymond Road, Springwood	Stops or pick up points along route: none	
<i>See map on risk assessment for details of each route.</i>	Destination: the bus stop at Telstra Park, Macquarie Road, Springwood		
<i>Length of time is the same for each route</i>	Method of transport: Walking	No requirements for seatbelts/safety restraints under NSW law	
	Anticipated number of staff on journey: 1-2	Anticipated number of children on journey: 12-30	
	Ratio of educators to children: 1:15 max	Number of additional adults in attendance: Nil	
<b>Journey 1 B</b>	Start: 08:30	Finish: 08:35	Estimated length of journey: 5 minutes
<b>Purpose of journey</b>	To return from bus stop to Tanderra with children from Springwood PS		
<b>How frequently is this journey expected to take place?</b>	Daily (on each occasion child attends before school care including on Monday, Tuesday, Wednesday, Thursday, Friday)		

**Route Information – see maps for Routes 1, 2 & 3**

*See map on risk assessment for details of each route.*

*Length of time is the same for each route*

Departure point: Telstra Park, Macquarie Road, Springwood	Stops or pick up points along route: none
Destination: Tanderra, 14 Raymond Road, Springwood	
Method of transport: Walking	No requirements for seatbelts/safety restraints under NSW law
Anticipated number of staff on journey: 1-2	Anticipated number of children on journey: 3 - 12
Ratio of educators to children: 1:15 max	Number of additional adults in attendance: Nil

**Journey 2****Purpose of journey****How frequently is this journey expected to occur?****Route Information – see maps for Routes 1, 2 & 3**

*See map on risk assessment for details of each route.*

*Length of time is the same for each route*

Start: 08:45	Finish: 09:00	Estimated length of journey: 15 minutes
Walking to the bus stop in the morning in order for children to catch the bus to Springwood PS		
Daily (on each occasion child attends before school care including on Monday, Tuesday, Wednesday, Thursday, Friday)		
Departure point: Tanderra, 14 Raymond Road, Springwood	Stops or pick up points along route: none	
Destination: the bus stop at Telstra Park, Macquarie Road, Springwood		
Method of transport: Walking	No requirements for seatbelts/safety restraints under NSW law	
Anticipated number of staff on journey: 1	Anticipated number of children on journey: 3 - 12	
Ratio of educators to children: 1:15 max	Number of additional adults in attendance: none	

# After School Care

Journey 3 includes children from Ellison PS

Journey 4 includes children from St Thomas Aquinas PS

Journey 5 includes children from Springwood PS

<b>Journey 3</b>	Start: 15:05	Finish: 15:15	Estimated length of journey: 10 minutes
<b>Purpose of journey</b>	Travel from bus stop to Tanderra in the afternoon for children from Ellison PS		
<b>How Frequently is this Journey Expected to occur?</b>	Daily (on each occasion child attends after school care including on Monday, Tuesday, Wednesday, Thursday, Friday)		
<b>Route Information – see maps for Routes 1, 2 &amp; 3</b> <i>See map on risk assessment for details of each route</i> <i>Length of time is the same for each route</i>	Departure point: The Westpac Bank bus stop, Macquarie Road, Springwood		
	Stops or pick up points along route: none	Destination: Tanderra, 14 Raymond Road, Springwood	
	Method of transport: Walking	No requirements for seatbelts/safety restraints under NSW law	
	Anticipated number of staff on journey: 1 - 2	Anticipated number of children on journey: 12 - 25	
	Ratio of educators to children: 1:15 max	Number of additional adults in attendance: none	

<b>Journey 4</b>	Start: 15:35	Finish: 15:45	Estimated length of journey: 10 minutes
<b>Purpose of journey</b>	Travel from bus stop to Tanderra in the afternoon for children from St Thomas Aquinas PS		
<b>How Frequently is this Journey Expected to occur?</b>	Daily (on each occasion child attends after school care including on Monday, Tuesday, Wednesday, Thursday, Friday)		

**Route Information – see maps for Routes 1, 2 & 3**

*See map on risk assessment for details of each route*

*Length of time is the same for each route*

Departure point: The Westpac Bank bus stop, Macquarie Road, Springwood	
Stops or pick up points along route: none	Destination: Tanderra, 14 Raymond Road, Springwood
Method of transport: Walking	No requirements for seatbelts/safety restraints under NSW law
Anticipated number of staff on journey: 1	Anticipated number of children on journey: 2 - 12
Ratio of educators to children: 1:15 max	Number of additional adults in attendance: none

**Journey 5**

Start: 15:45	Finish: 15:55	Estimated length of journey: 10 minutes
Purpose of journey Travel from bus stop to Tanderra in the afternoon from Springwood PS		
How Frequently is this Journey Expected to occur? Daily (on each occasion child attends after school care including on Monday, Tuesday, Wednesday, Thursday, Friday)		
<i>See map on risk assessment for details of each route</i>		
<i>Length of time is the same for each route</i>		
Departure point: The Westpac Bank bus stop, Macquarie Road, Springwood		
Destination: Tanderra, 14 Raymond Road, Springwood	Stops or pick up points along route: none	
Method of transport: Walking	No requirements for seatbelts/safety restraints under NSW law	
Anticipated number of staff on journey: 1 - 2	Anticipated number of children on journey: 12 - 25	
Ratio of educators to children: 1:15 max	Number of additional adults in attendance: none	