



# AUTHORISATION FOR TRANSPORT OF CHILDREN

2021

**THE —  
AFTER  
SCHOOL  
KLUB —**

## **AUTHORISATIONS – Authorisation for Transport of Children**

### **Information that must be included in an authorisation for Transport of Children**

#### **The child's name**

- Listed on enrolment form

#### **The reason the child is to be transported**

- The child is being transported in order to attend Before and After Care at TASK.

#### **If the authorisation is for regular transportation a description of when the child is to be transported**

- The authorisation is for regular transport. The child will be transported between 2:40pm and 3:20pm depending on when the school day is completed.

#### **A description of the proposed pick-up location and destination**

- The vehicle will be parked on the same side of the road as the school and as close as possible to the school gate as determined by the risk assessment.

#### **The means of transport**

- Transported by Bus

#### **The period of time during which the child is to be transported:**

- The child will be transported between 2:40pm and 3:20pm depending on when the school day is completed.

#### **The anticipated number of children likely to be transported:**

- Up to 15 children will be transported at one time.

#### **The anticipated number of staff members and any other adults who will accompany and supervise the children during the transportation:**

- One TASK team member and One Bus driver will attend. The Bus Driver may be a TASK TEAM Member OR a Contractor. All WWC will be completed on contractors.
- A risk assessment has been prepared and is available at the education and care service in Dropbox under Service name/ Risk Assessments.

#### **That written policies and procedures for transporting children are available at the education and care service.**

- Written policies and procedures for transporting children are available at the education and care service in Dropbox/ Policy and Procedures.