

Educator Name	
Date completed	
Reason for transport	
Regular or Irregular transport	<input type="checkbox"/> Regular <input type="checkbox"/> Irregular
For regular transportation day of the week A separate authorisation for each day of the week is required	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday
Date for Irregular transportation	
Destination and address	
Estimated departure time to the destination:	Estimated arrival time:
Estimated departure time from the destination:	Estimated arrival time:
Means of transport	
Total number of children involved in transport	
Have requirements for seatbelts or child restraints been met for each child?	<input type="checkbox"/> Yes <input type="checkbox"/> No
The number of educators / responsible adults, who will be accompanying and supervising children during transportation	

**CHILDREN ATTENDING**

CHILDS NAME	CHILD RESTRAINT USED	NAME OF PARENT	PARENT SIGNATURE

A risk assessment has been prepared and is available at the service upon request

Written policies and procedures for transporting children are available at the service upon request

If the transportation is regular transportation, the authorisation is only required to be obtained once in a 12 month period.