

Educator first name: _____ Surname: _____

Signature: _____ Date: _____

CHECKLIST

Please note: transport of children cannot commence until this checklist is completed and signed off by the coordination unit.

- Date for starting to transport: _____
- Signed copy of 'Safe practices away from the educator's service including transportation of children' policy provided to coordination unit
- First Aid kit in car (contents must be within use-by dates and checked periodically)
- Child emergency contact numbers
- Receipt and / or certificate of child restraint check provided to coordination unit
- Photos provided to coordination unit:
 - Child restraints
 - Date stamps (*note: child restraints must be less than 10-years-old*)
 - Australian Standards stickers
- Car safety certificate provided to coordination unit
- Copy of current vehicle registration certificate provided to coordination unit
- Excursion Permission and Risk Assessment form provided to coordination unit
- Copy of driver's license provided to coordination unit
- Permission from parents on Parent / Guardian Placement Contract
- New Fee Schedule / Contract completed, approved by the service, and signed by all parents (only if travel fees are applicable)
- Car Seat Allocation Plan completed and put in car

Coordinator name: _____ Signature: _____ Date: _____