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| 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 <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday | | |
| 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 |
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| 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. | | | |