



AUTHORISATION FOR TRANSPORTATION IN EARLY CHILDHOOD/OSHC SERVICES

Please use block letters when filling out **all yellow sections** of this form

The Education and Care Services National Regulations state that authorisation for a child to be transported must be given by a parent or other person named in the child's enrolment record as having authority to authorise transportation of a child. The early childhood service **MUST** ensure that a child being educated and cared for by the service is not transported outside the education and care service premises unless written authorisation has been given.

Written authorisation **MUST** be given each time a child is transported unless the authorisation is for 'regular transportation'. Regular transportation means the transportation by the service or arranged by the service (other than as part of an excursion) where the relevant circumstances are substantially the same for each occasion. In this case a written authorisation is only required to be completed at least once in a 12 month period.

Note: for excursions the 'ED170 Consent form for camp, excursion, sporting or adventure activity' should be used.

As a parent/caregiver of:

CHILD'S NAME	
CHILD'S DOB	DD / MM / YYYY

I:

PARENT/CAREGIVER NAME	
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**give my consent for the child named above to:
be transported according to the transport arrangements provided below.**

Does your child have any health support, or medication administration needs that should be considered for transportation? Yes ☐ No ☐

If Yes, has a care plan/medication agreement been provided to the service? Yes ☐ No ☐

If No, please provide a completed care plan/medication agreement to the service on completion of this form.

Any other matters that may impact your child's safe transportation? Yes ☐ No ☐

If Yes, please outline details in the box below.

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Parent/Caregiver (in case of emergency)

NAME			
RELATIONSHIP TO CHILD			
TELEPHONE		MOBILE	
Child Medic Alert Number (If applicable):			

*Any health care information provided is not intended to prevent your child participating unless specific medical advice warrants exclusion. The health care information you supply to the service/preschool will be treated confidentially. Such information is sought in order to protect and assist the child so the activity may be a safe and enjoyable experience. Please contact the site leader if you wish to discuss any health care problems.

Early Childhood/OSHC site leader to complete this section:

Transportation arrangements:

REASON FOR TRANSPORTATION	Excursion to Wallis Cinema, Mount Barker & Keith Stephenson Park, Mount Barker
METHOD OF TRANSPORTATION (e.g. bus, taxi)	Seatbelt charter bus



Date/dates the child is to be transported:

FOR SINGLE JOURNEY (can include return trip)	DATE:	01	10	2026
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Describe where the child is to be transported i.e. the pick-up location and destination:

Journey 1:

FROM LOCATION	Belair Primary School OSHC
TO LOCATION	Wallis Cinema, Mount Barker

Journey 3:

FROM LOCATION	Keith Stephenson Park, Mount Barker
TO LOCATION	Belair Primary School OSHC

Journey 1:

JOURNEY START TIME: 08:40 am children must be signed in at OSHC at 8.10am	JOURNEY FINISH TIME: 09:30 am
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Journey 3:

JOURNEY START TIME: 01:45 pm	JOURNEY FINISH TIME: 02:30pm
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Journey 2: (if relevant)

FROM LOCATION (destination)	Wallis Cinema, Mount Barker
TO LOCATION (destination)	Keith Stephenson Park, Mount Barker

Journey 4: (if relevant)

FROM LOCATION (destination)	
TO LOCATION (destination)	

Journey 2: (if relevant)

JOURNEY START TIME: 12:15 pm	JOURNEY FINISH TIME: 12:45 pm
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Journey 4: (if relevant)

JOURNEY START TIME: : am / pm	JOURNEY FINISH TIME: : am / pm
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Early Childhood/OSHC site leader to complete this section:

NUMBER OF CHILDREN LIKELY TO BE TRANSPORTED	50
NUMBER OF SUPERVISING EDUCATORS AND OTHER ADULTS	7
EDUCATOR TO CHILD RATIO	1:10 + RP & ISS
SAFETY RESTRAINTS	Is there a requirement for seatbelts or safety restraints: Yes ☒ No ☐ If yes, is this requirement being met in the means of transport to be used: Yes ☒ No ☐

Agreement:

- I agree to delegate my authority to supervising educators. Such educators may take whatever disciplinary action they deem necessary to ensure the safety, well-being and successful conduct of the children as a group and individually.
- In the event of an accident or illness and contact with me being impracticable or impossible, I authorise the educator-in-charge to arrange whatever medical or surgical treatment a registered medical practitioner considers necessary. I will pay all medical and dental expenses incurred on behalf of my child. I understand that I may seek payment of any ambulance invoice by the department if my child does not have private ambulance cover.
- Where appropriate I have also attached additional or updated health care information, including details of any additional health support he/she requires to undertake the above activities safely.
- The information given is accurate to the best of my knowledge.
- I acknowledge that a risk management form, and the Safe transportation of children policy and procedures are available upon request for my inspection at the site.

Signed (parent/caregiver): _____

Date /