



WOODEND BUG-A-LUGS AUTHORISATION FOR REGULAR TRANSPORTATION

CHILD/REN'S NAME							
DESCRIPTION		Bug-A-Lugs is off site from St Ambrose Primary School, so we need to transport children to and from school					
Day (tick all if days change)	Reason for transportation	Pick up location and Destination	Approximate time and duration of transportation	Method of transport will be	Requirements for seat belts or safety restraints	No. of children	Supervising staff, educators
<input type="checkbox"/> MON	Transport children from Bug-A-Lugs to school	Leave from Woodend Primary school and head to St Ambrose Primary School Templeton St, Woodend	8-40 to 8.50am	<input type="checkbox"/> Car <input type="checkbox"/> Minibus <input type="checkbox"/> Walking	Car- booster seats for children under 7 years old Bus- with seatbelts	4 or 6 seats car 13 minibus	1-2 1-2 1-2
<input type="checkbox"/> TUES							
<input type="checkbox"/> WED							
<input type="checkbox"/> THUR							
<input type="checkbox"/> FRI							
<input type="checkbox"/> MON	Transport children from school to Bug-A-Lugs	Leave from St Ambrose Primary School Templeton St, Woodend and head to Woodend Primary School Owen St, Woodend	3.30pm - 3.45pm	<input type="checkbox"/> Car <input type="checkbox"/> Minibus <input type="checkbox"/> Walking	Car- booster seats for children under 7 years old Bus- with seatbelts	4 or 6 seats car 13 minibus	1-2 1-2 1-2
<input type="checkbox"/> TUES							
<input type="checkbox"/> WED							
<input type="checkbox"/> THUR							
<input type="checkbox"/> FRI							

Any medical or medication requirements for child/ren. Yes/No: Please provide details.....

Parent/Guardian:

I hereby give my consent for Bug-A-Lugs OSHC to provide regular transportation as detailed above for 12 months, effective from the date of this authorisation.
 In an emergency, I authorise Bug-A-Lugs to seek necessary medical assistance from a medical practitioner or hospital including transportation by ambulance if required.
 I understand for casual bookings, it is my responsibility to contact the school in the current week to add my child to the bus list and also contact the school if my child won't be attending Bug-A-Lugs, and mark them absent on the My Family Lounge APP,

Parent/Guardian	Name	Signature	Date
Contact phone number	Mobile	Home	Work

Education and Care National Regulations 2011- Regulations 102B requires a transport risk assessment to be conducted before Bug-A-Lugs transports any child. Regulation 102D requires Bug-A-Lugs to receive written authorisation to transport children. Bug-A-Lugs has completed a risk assessment to identify and assess any risks that the transportation of a child may pose to the safety, health and wellbeing of the child. This has been authorised by the Approved Provider Julie Clapham and is available to sight at Bug-A-Lugs. **Policies and procedures for transporting children are also available to view.**
Regular transportation means the transportation by Bug-A-Lugs or arranged by Bug-A-Lugs of a child being educated and cared for by the service, where the circumstances relevant to a risk assessment are substantially the same for each occasion on which the child is transported. An authorisation is only required once in a 12-month period.