

KYNETON BUG-A-LUGS AUTHORISATION FOR REGULAR TRANSPORTATION FORM

CHILD/REN'S NAME	
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DESCRIPTION	Bug-A-Lugs provides Out of School Hours Care off site from the schools and needs to transport children between Bug-A-Lugs and the schools.
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Day	Reason for transportation	Pick up location and Destination of travel	Approximate time and duration of transportation	Method of transportation will include	Requirements for seat belts or safety restraints	No. of children	No. of supervising staff/educators
MON	To transport children from Bug-A-Lugs to your school	Pick up children from Bug-A-Lugs, 3 Hoyle Court, Kyneton. Drive to Our Lady of the Rosary Parish Primary School and Kyneton Primary School in Edgecombe Street, Kyneton.	8:40AM – 8:50AM 10 minutes	Car Minibus Organs Bus	Car: booster seats for children under 7 years of age. Seat belts for all children. Bus: Must be equipped with seat belts.	Car: 4-6 Minibus: 12 Organs Bus: 57	1-2 staff members for each mode of transport
TUE							
WED							
THU							
FRI							

MON	To transport children from your school to Bug-A-Lugs	Pick up children from Our Lady of the Rosary Parish Primary School and Kyneton Primary School in Edgecombe Street, Kyneton. Drive to Bug-A-Lugs, 3 Hoyle Court, Kyneton.	3:30PM -3:45PM 10 minutes	Car Minibus Organs Bus	Car: booster seats for children under 7 years of age. Seat belts for all children. Bus: Must be equipped with seat belts.	Car: 4-6 Minibus: 12 Organs Bus: 57	1-2 staff members for each mode of transport
TUE							
WED							
THU							
FRI							

Are there any medical or medication requirements for child/ren **Yes/No**: Please provide details.....

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 car or in an emergency an ambulance as 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 or to 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 number	Mobile	Work	Home	

I continue to give my consent for Bug-A-Lugs OSHC to provide regular transportation and confirm that all the information above is still accurate

Name		Signature		Date	
Name		Signature		Date	
Name		Signature		Date	
Name		Signature		Date	
Name		Signature		Date	

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.