KIDS and TRAFFIC

Early Childhood Road Safety Education Program
In partnership with Transport for NSW and Macquarie University

Transport Authorisation Template and Samples

NSW GOVERNMENT

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Introduction

When services provide or arrange transportation of children, or organise excursions, it's crucial to ensure compliance with all regulatory requirements, including for authorisations.

This document has been prepared to assist approved providers, nominated supervisors and educators to improve their understanding of the information required in transport authorisations and excursion authorisations under the *Education and Care Services National Regulations*.

Services must ensure that children are not transported by the service or on transportation arranged by the service, or taken outside the service premises on an excursion, unless written authorisation has been provided. Regulation 102D provides the requirements for, and information that must be included in, transport authorisations. Regulation 102 provides the requirements for, and information that must be included in, excursion authorisations.

Written authorisations for transport and excursions are important as they:

- Clarify expectations and processes for all parties
- Contain necessary details to allow families to provide informed authorisation
- Give you families' formal authorisation to take children outside the service premises.

Written authorisations also provide the opportunity to share road safety information and best practice with families. Services can use authorisations to highlight how they keep children safe during transportation/excursions:

- As passengers; using correctly fitted age/size appropriate child car seats and booster seats.
- As pedestrians; holding hands or keeping children close while talking with them about how they are keeping safe together.

Consider including the following information in your written authorisations for families where relevant.

- Our service recognises that adults are always responsible for the safety of children in and around vehicles. We consider transportation/excursions as a great opportunity to develop children's ongoing road safety understandings.
- Before, during and after transportation/excursions are used as times to talk with children about road safety and how we keep safe by holding hands with an adult, using marked crossings, avoiding walking near other vehicles, and using appropriate restraints in vehicles.
- If using transport such as buses, trains, light rail or ferries, include information about the safety practices that will be implemented and emphasised before, during and after the journey.

Authorisation for Transportation (regulation 102D)		
Reason for authorisation:	☐ Regular Transportation*	☐ Non-regular Transportation
Child's full name		
Reason the child is to be transported		
If regular transportation, description of when the child is to be transported		
If not regular transportation, date the child is to be transported		
Description of the proposed pick-up location and destination		
Means of transport		
Period of time during which the child is to be transported		
Anticipated number of children likely to be transported		
Anticipated number of staff members and any other adults who will accompany and supervise the children during the transportation		
Any requirements for seatbelts or safety restraints under NSW law		
A risk assessment has been prepared and is available at the education and care service		
Written policies and procedures for transporting children are available at the education and care service		
Other information		

*This authorisation for regular transportation will be valid for 12 months, unless there are changes to the transportation that would require a new authorisation.

I have read and understood the above information about transportation provided/arranged by

_____
service name ('the service')

I give authorisation for my child _____
child's full name

to be transported by the service/on transportation arranged by the service in accordance with the details outlined above.

Parent/carer name: _____

Parent/carer signature: _____ Date: ___/___/___

Authorisation for Excursion (regulation 102)		
Reason for authorisation	☐ Excursion	☐ Regular Outing*
Child's full name		
Reason the child is to be taken outside the premises		
If regular outing, description of when the child is to be taken on the regular outings		
If excursion that is not a regular outing, the date the child is to be taken on the excursion		
Description of the proposed destination for the excursion		
If the excursion involves transporting children – (i) means of transport; and (ii) any requirements for seatbelts or safety restraints under NSW law		
Proposed activities to be undertaken by the child during the excursion		
Period the child will be away from the premises		
Anticipated number of children likely to be attending the excursion		
Anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion		
Anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion		
A risk assessment has been prepared and is available at the service		
Other information		

*This authorisation for regular outings will be valid for 12 months, unless there are changes to the regular outing that would require a new authorisation.

I have read and understood the above information about the excursion / regular outing organised by

_____
service name ('the service')

I give authorisation for my child _____
child's full name

to be taken outside the service premises on the excursion / regular outing in accordance with the details outlined above.

Parent/carer name: _____

Parent/carer signature: _____ Date: ___/___/___

SCENARIO 1: TRANSPORT BY THE SERVICE FROM HOME

Authorisation for Transportation (regulation 102D)		
Reason for authorisation	☑ Regular Transportation*	☐ Non-Regular Transportation
Child's name	Vivian Simpson	
Reason the child is to be transported	Morning transport run – Collection of children from homes and delivery of children to Gumtree Early Learning Centre	
If regular transportation, description of when the child is to be transported	Every Monday, Wednesday and Friday morning (between 7am and 7:30am) when Vivian is enrolled to attend the service	
If not regular transportation, date the child is to be transported	N/A	
Description of the proposed pick-up location and destination	Vivian will be picked up from her home at 1 First Street, Gumtree. The destination is Gumtree Early Learning Centre, 100 High Street, Gumtree.	
Means of transport	Gumtree Early Learning Centre 12 seater minibus (XYZ 987)	
Period of time during which the child is to be transported	28 minutes	
Anticipated number of children likely to be transported	10	
Anticipated number of staff members and any other adults who will accompany and supervise the children during the transportation	Two educators from Gumtree Early Learning Centre. One of the educators drives the minibus.	
Any requirements for seatbelts or safety restraints under NSW law	The requirements for seatbelts or safety restraints in NSW are set out in rules 265 and 266 of the NSW Road Rules 2014. Under NSW Road Rules 2014 Rule 266: For passengers less than 4 years of age, suitable, properly fastened and adjusted forward facing approved child restraint with inbuilt harness. For passengers 4 years old and over but under 7 years, suitable, properly fastened and adjusted child restraints with inbuilt harness OR properly positioned approved booster seat with a lap sash seatbelt that is properly adjusted and fastened.	

Authorisation for Transportation (regulation 102D)	
A risk assessment has been prepared and is available at the education and care service	Yes Our risk assessment is available in the Transport Folder in the office.
Written policies and procedures for transporting children are available at the education and care service	Yes Our transportation policies and procedures are available in the Policy Folder in the office.
Other information	The pick-up locations we will be stopping at for collection of other children include: First Street, Gumtree Main Road, Gumtree Second Avenue, Gumtree High Street, Gumtree Both educators transporting children have completed first aid, emergency asthma and anaphylaxis training. Vehicle maintenance of our minibus is conducted weekly.

*This authorisation for regular transportation will be valid for 12 months, unless there are changes to the transportation that would require a new authorisation.

I have read and understood the above information about transportation provided by Gumtree Early Learning Centre ('the service').

I give authorisation for my child, Vivian Simpson, to be transported by the service.

Parent/carer name: Dan Allen

Parent/carer signature: Dan Allen

Date: 5 / 2 / 23

SCENARIO 2: TRANSPORT BY THE SERVICE FROM SCHOOL

Authorisation for Transportation (regulation 102D)		
Reason for authorisation	☑ Regular Transportation*	Non- regular Transportation
Child's name	Lina Tran	
Reason the child is to be transported	Afternoon transport run – Collection of children from Blue Bay Public School & delivery of children to Sunshine After School Care	
If regular transportation, description of when the child is to be transported	After school (approximately 3:15pm), every Monday – Friday in the school term	
If not regular transportation, date the child is to be transported	N/A	
Description of the proposed pick-up location and destination	Lina will be picked up from Blue Bay Public School - 120 First Street, Blue Bay. The destination is Sunshine After School Care, 50 Main Road, Sunshine.	
Means of transport	Sunshine ASC 18 seater minibus (ZYX 987)	
Period of time during which the child is to be transported	15 minutes	
Anticipated number of children likely to be transported	5	
Anticipated number of staff members and any other adults who will accompany and supervise the children during the transportation	1 educator from Sunshine After School Care - Shareen Guresh	
Any requirements for seatbelts or safety restraints under NSW law	Under NSW Road Rules 2014 (Rule 266(1)), the driver of a vehicle designed to seat more than 12 people is not required to ensure all passengers wear seatbelts. However, best practice is followed to transport children safely and ensure they are protected from harm and hazards. As the bus is fitted with seatbelts, passengers are required to wear them. In addition, the service considers the age and size of children being transported and ensures appropriate booster seat use for children under seven years old and those older children who still physically fit into a booster seat.	

Authorisation for Transportation (regulation 102D)	
A risk assessment has been prepared and is available at the education and care service	Yes Our risk assessment is available in the Transport Folder in the office.
Written policies and procedures for transporting children are available at the education and care service	Yes Our transportation policies and procedures are available in the Policy Folder in the office.
Other information	Educator Shareen Guresh can be contacted on 0412 345 678. Shareen has Certificate IV in School Age Education and Care and LR Drivers Licence. She has also completed first aid, emergency asthma and anaphylaxis training. Vehicle maintenance of our minibus is conducted weekly.

*This authorisation for regular transportation will be valid for 12 months, unless there are changes to the transportation that would require a new authorisation.

I have read and understood the above information about transportation provided by Sunshine After School Care ('the service').

I give authorisation for my child, Lina Tran, to be transported by the service.

Parent/carer name: Will Ferri

Parent/carer signature: Will Ferri

Date: 5 / 2 / 23

SCENARIO 3: EXCURSION BY PUBLIC BUS

Authorisation for Excursion (regulation 102)		
Reason for authorisation	☐ Excursion	☑ Regular Outing*
Child's name	Juli Bloggs	
Reason the child is to be taken outside the premises	To attend the monthly excursion to Greenmount Library for 'Preschool Storytime'.	
If regular outing, description of when the child is to be taken on the regular outings	First Thursday of every month when Greenmount Library hosts 'Preschool Storytime'. We will leave the Preschool at 10am and return to the Preschool at 12pm.	
If excursion that is not a regular outing, the date the child is to be taken on the excursion	N/A	
Description of the proposed destination for the excursion	Greenmount Library 163 Main Road, Greenmount	
If the excursion involves transporting children – (i) means of transport; and	Blue Buslines public bus	
(ii) any requirements for seatbelts or safety restraints under NSW law	No - As the library visits are conducted using a public bus the driver-related Road Rules are the responsibility of the bus company and not the service. The public bus is exempt from requiring seatbelts and child restraints and booster seats are not legally required. The service ensures the guidelines for safe transport and travel are followed (*Kids and Traffic* Transporting Children Safely pp. 15-17) http://www.kidsandtraffic.mq.edu.au/safe-transport-toolkit/	
Proposed activities to be undertaken by the child during the excursion	Listening to stories read by the librarian. Selecting and borrowing books.	
Period the child will be away from the premises	2 hours	
Anticipated number of children likely to be attending the excursion	28	
Anticipated ratio of educators attending the excursion to the anticipated number of children attending the excursion	There are 4 educators and 28 children attending the excursion. The educator to child ratio is 1:7.	

Authorisation for Excursion (regulation 102)	
Anticipated number of staff members and any other adults who will accompany and supervise the children on the excursion	6 parent/carer volunteers will also attend the excursion to ensure adequate and active supervision of children on the excursion. Therefore, the total number of adults accompanying and supervising the children on the excursion is 10.
A risk assessment has been prepared and is available at the service	Yes Our risk assessment is available in the Excursions Folder in the office.
Other information	All educators attending have current first aid, emergency asthma and anaphylaxis training qualifications. All parent/carer volunteers have a current Working with Children Check.

*This authorisation for regular outings will be valid for 12 months, unless there are changes to the regular outing that would require a new authorisation.

I have read and understood the above information about the excursion/s organised by Greenmount Preschool ('the service').

I give authorisation for my child, Juli Bloggs, to be taken outside the service premises on the excursion/s.

Parent/carer name: Jack Bloggs

Parent/carer signature: Jack Bloggs

Date: 5 / 2 / 23