|  |  |
| --- | --- |
|  | Questions are followed by answer fields. Use the ‘Tab’ key to navigate through. Replace Y/N or Yes/No fields with your answer. |
| Permission for preschool child to be provided transportationIf the transport is regular transportation and the circumstances relevant to the risk assessment are the same for each occasion, parent consent only needs to be provided once every 12 months. |
| Child details (parent to complete) |
| Childs name |  | Preschool class |  |
| Gender | Male/Female | Date of Birth |  |
|  | Guardian 1 | Guardian 2 |
| Name |  |  |
| Work Number |  |  |
| Mobile Number |  |  |
| Home Number |  |  |
| Location and dates |
| Pick up |  | Drop off |  |
| Dates requested |  |
| Persons authorised (besides parents) to take collection of your child |
| Name |  | Name |  |
| Relationship |  | Relationship |  |
| Contact number |  | Contact number |  |
| Transportation details (preschool teacher to complete) |
| Reason for transport |  |
| Method of transport |  |
| Frequency when transport is available |  |
| Transport route |
| Include all pick-up locations and destination or attach a map.All parents that have a request for regular transport will be provided with updated details prior to commencing an amended transport route. |
| Time | AM Pick up | Start |  | Finish |  |
| Date(s) |  |
| Time | PM Pick up | Start |  | Finish |  |
| Date(s) |  |
| Anticipated number of children |  | Anticipated number of accompanying adults |  |
| Parental consent |
| Your attention is drawn to the following important points:* Your child will be under the supervision of an educator for the duration of the transport
* The Department of Education has a duty of care for children engaged in school activities, including transportation provided by the preschool. All reasonable steps will be taken to protect children against reasonably foreseeable risks to their health, safety and wellbeing
* A copy of the risk assessment relevant to this transportation is available at the preschool service
* Copies of all policies and procedures relevant to the transportation of preschool children are available at the preschool service
* Your child can only be collected at the transport destination by a parent or other person authorised on this consent form
* The information collected in this form will only be used for the purposes of establishing and maintaining transportation arrangements for your child.

Declaration:I understand and agree to the above points and consent to my child being transported as outlined within this consent form. |
| Parent Name |  |
| Parent signature |  |
| Date |  |
| Further informationFor further information about transportation, requirements refer to the [Delivery, collection and transportation in preschool procedures](https://education.nt.gov.au/policies/preschool-specific-policy). |
| End of form |

Collection notice

The information collected in this form will only be used for the purpose for which it is being collected. All information will be treated confidentially, stored in a secure location, and destroyed in line with legislated retention and disposal schedules to ensure that everyone’s right to privacy is maintained. For more information, go to the Department of Education’s [Policy and Advisory Library](https://education.nt.gov.au/policies) and read the Privacy Policy.