Transport Permission Form

Child/ren’s name: ____________________________________________________________

Emergency contact person: ________________________________________________

Contact number: __________________________________________________________

Transport required for:

[   ] Before School Care  [   ] After School Care  [   ] Both

Transport between: King’s Park Campus (9 Quarry Street, North Mackay Qld 4740) and Providence Campus (143 Evans Avenue North, North Mackay Qld 4740)

Date: All days enrolled

Description: Supervised transport of child/ren between campuses through walking or arranged transport. See Transportation/Transitions Policy attached.

Departs: 8:00am (BSC)  3:15pm (ASC)
Arrives: 8:15am (BSC)  3:30pm (ASC)
Travelling time: Approx 15 min

Supervised by: MCC OSHCare Staff (December 2012 – January 2013)

Transport/Access to seatbelts: Walking or vehicle arranged by MCC OSHCare

Persons in Charge: Mrs Katie Campbell and OSHCare staff, 1:10 ratio

I grant permission for my child/ren to be transported to and from MCC King’s Park Campus and OSHCare at Providence Campus. I authorize the Coordinator/Assistant in charge to consent, where it is impractical to communicate with me, to the child’s receiving medical or surgical treatment as may be deemed necessary.

Parent/Guardian Name: ________________________ Sign: __________________ Date: ____________

Parent/Guardian Name: ________________________ Sign: __________________ Date: ____________
Transportation/Transition Policy

**Transport and Transition between school Campuses and Excursions**
This policy covers the transitions between excursions, Before School Care from Providence Campus (143 Evans Avenue North, North Mackay QLD 4740) to the King’s Park Campus (9 Quarry Street, North Mackay QLD 4740) at 8am and the transition for After School Care from the King’s Park Campus to Providence Campus at 3pm, every weekday during school term.

**Walking**
The distance between both campuses is under one kilometre and takes 10-15 minutes to walk. Other activities that require walking (ie. An excursion to a park or facility) will be limited to a 30 minute walking distance. Maximum safety precautions will be maintained and parent permission will be obtained before a child travels. In wet weather umbrellas will be provided or other transportation arranged.

Procedures:
* Children will be escorted by staff members to the desired campus
* Sun Safety will be of high priority and staff will ensure children have proper sun protection
* Fresh drinking water will be available to children during the transition
* Staff ratio policies for the Service will continue to apply during transition

**Relevant Laws and other Provisions**
The laws and other provisions affecting this policy include:
* Duty of Care
* Sun Safety

**Transportation by Vehicle**
Children have the right to be safe while travelling in transport provided by MCC OSHCare. All vehicles used need to comply with the appropriate legislation and regulations and *Transport Operations (Road Use Management) Act, 1995*. Maximum safety precautions will be maintained and parent permission will be obtained before a child travels on any type of transport.

Procedures:
**Selecting Transport**
* All vehicles used must be registered in Queensland
* Drivers are to be licensed to carry the required number of passengers for the purpose
* In selecting transport, MCC OSHCare will ensure that a communication system is available for use in the event of emergency
* MCC OSHCare will, where ever practicable and affordable, use buses fitted with seat belts or where this is not possible, ensure that suitable safety precautions are taken
* Staff ratio policies for the Service will continue to apply during transportation
Vehicle breakdown/accident
* In the event of injury occurring in the course of being transported, see Illness and Injury Policy
* While waiting for replacement transport/repairs, children will be kept safe, comfortable and occupied with suitable activities
* In the event of a late return to the service, every effort will be made to notify parents eg. to arrange for a notice to be displayed at MCC OSHCare or to contact parents individually

Relevant Laws and other Provisions
The laws and other provisions affecting this policy include:
* Duty of Care
* Transport Operations (Road Use Management) Act, 1995 (Qld)
* QP 7.1 and 7.2
* National Law Section 167