STUDENTS TRAVELLING IN PRIVATE TRANSPORT FOR
SCHOOL EXCURSIONS/ACTIVITIES

DATE: ______________________

NAME OF DRIVER: ________________________________

EXPIRY DATE OF LICENCE: __________________________

REGO NUMBER OF VEHICLE: __________________________

EXPIRY DATE OF REGISTRATION: ______________________

Dear Parent / Caregiver

In keeping with Department of Education and Communities policy, when private motor vehicles are used to transport children to and from school excursions or activities during school hours, the following conditions must be satisfied:

- A copy of the driver’s licence and car registration must be provided to the principal.
- Written consent from the parents of children to travel with another adult is given to the coordinating teacher.
- An assurance to the principal from the driver that all children will wear seatbelts at all times.

Thank you for your assistance with transport on this occasion. Please supply a photocopy of your licence and car registration.

Regards,

Ryan Shepheard
Principal

I understand that the number of passengers in the vehicle must not exceed the number of seat belts or in the case of larger vehicles, the number of passengers that the vehicle may be licensed to carry.

Driver’s Name: ________________________________

Signed by driver of vehicle: __________________________

Date: ________________

Office Use:

☐ A copy of the driver’s licence has been received
☐ A copy of the driver’s registration has been received
☐ A copy of the driver’s Working with Children Check has been received

Signed: ________________________________ Date: ________________

Office/excursions/parents driving students