



## AD HOC TRANSPORT REQUEST FORM

This form is to be completed where there is a request for a non-approved student to access the service or to vary the travel arrangement for an approved student on a **one-off basis**. Where there is a regular request to access the service or a change in the journey, approvals are to be submitted to School Bus Services by the parent/guardian.

This form will be retained by the school bus contractor and is also part of the contractor's work health, safety and environment management system.

### 1. Type of Request

Non-Approved Student

Approved Student (Change of Travel Plan)

### 2. Student Details

Student Name			
Date of Birth		Date Travel Requested	
School		Year Level	
Service Name			
Pick-up / Drop-off Location			
Reason for Request			

### 3. Parent / Carer Details

	I hereby give my permission for my child to travel on the school bus as a complimentary passenger on the service specified above.				
	I hereby give my permission for my child, who is approved to travel on the service, to be transported on this occasion as detailed above.				
If this application is for a non-approved student, please list any medical information/conditions that may be relevant to providing a safe journey:					
I acknowledge that: <ul style="list-style-type: none"> <li>My child will abide by the instructions displayed on the Welcome Aboard information displayed on the bus</li> <li>My child is to follow all instructions of bus staff whilst using the service</li> </ul>					
Parent/Guardian Name					
Address					
Home Tel:		Work Tel:		Mobile	
_____		_____		_____	
Name		Signature		Date	

### 4. School Bus Service (Contractor/Driver)

I have approved the person stated on this form to travel on the school bus on the specified date. I accept and have mitigated all associated risks with transporting the person listed on this form.					
_____		_____		_____	
Name		Signature		Date	