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|  | **Richmond View School** |
| **transport volunteer agreement** |

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| Students will be transported by | **volunteer** | **contractor** | **school staff** | *(circle one)* |
| **1** | Name of driver |  |
|  |
| **2** | I can provide transport for \_\_\_\_\_\_\_\_\_ children and will not exceed my vehicle’s seating capacity. | □ |
|  |
| **3** | I confirm that my vehicle is registered, roadworthy, and has a current warrant of fitness. | □ |
|  | ***Vehicle registration #*** |  | ***Expiry date*** |  |
|  |
| **4** | I hold an appropriate current driver licence for the vehicle I will be driving. | □ |
|  | *Driver licence #* |  | *Expiry date* |  |
|  | **Type of licence** *(tick all the apply)* |
|  | □ Full car licence | □ Passenger service licence | □ Large passenger service and heavy traffic |
|  |
| **5** | My vehicle is covered by one of the following insurances: | □ **3rd party property** | □ **Comprehensive** |
|  |
| **6** | I will ensure that the students I am transporting:□ get out of the car on the footpath side□ do not travel in the rear of a station wagon□ do not sit in the front seat of a vehicle fitted with airbags□ use the appropriate restraints (e.g. shoulder belt only)□ use booster seats provided by their parent/caregiver, as appropriate. |
|  |
| **7** | I understand that it is my responsibility to:□ supervise the students until they re-join their group□ go to the arranged meeting point(s) on time□ not provide food to any of the students□ not smoke or use alcohol/illegal substances while in the car or supervising children. |

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| **I acknowledge that the above information is accurate.** |
| **Name** |  | **Phone #** |  |
| **Signature** |  | **Date** |  |
| **Child’s name** *(if a parent volunteer)* |  | **Room #** |  |

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| **COPY RETAINED AT SCHOOL AND A COPY GIVEN TO DRIVER** |

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| **The following information should be provided to the driver once passengers are allocated:** |
|  |
| **Event** |  |
| **Driver** |  |
|  |  |
| **Passengers** |
| **1** |  | **6** |  |
| **2** |  | **7** |  |
| **3** |  | **8** |  |
| **4** |  | **9** |  |
| **5** |  | **10** |  |