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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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. | | | | | | | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **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** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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** |  |