



North Burnett Transport Service Unaccompanied Child Form

Please complete this form and hand to the Driver prior to boarding the North Burnett Transport Service.
All sections must be fully completed and signed.

Child's Details			
Name		DOB	
Medical Conditions (If Any):			

Travel Details – ONE WAY			
Date		Service	_____ to _____
Departure Location		Departure Time	
Arrival Location		Arrival Time	

Travel Details – RETURN			
Date		Service	_____ to _____
Departure Location		Departure Time	
Arrival Location		Arrival Time	

PARENT/GUARDIAN'S DETAILS:

Name: _____ Relationship to Child: _____

Address: _____

Phone Number: _____ Mobile Number: _____

PERSON RESPONSIBLE FOR CHILD AT DEPARTURE (DROP-OFF) LOCATION:

Name: _____ Relationship to Child: _____

Address: _____

Phone Number: _____ Mobile Number: _____

Signature: _____ Date: _____

Identification must be shown to Driver Drivers Licence/Over 18 Card Number : _____

PERSON RESPONSIBLE FOR CHILD AT ARRIVAL (PICK-UP) LOCATION:

Name: _____ Relationship to Child: _____

Address: _____

Phone Number: _____ Mobile Number: _____

Signature: _____ Date: _____

Identification must be shown to Driver Drivers Licence/Over 18 Card Number : _____

CONDITIONS:

1. It is against the North Burnett Regional Council’s policy to carry children of 12 years and under (inclusive) unless they are accompanied by a Parent/Guardian or Chaperone (16 years and older) who accepts full responsibility for the child during the Service.
2. Children between 12 years and 15 years can not travel on the North Burnett Transport Service without a Unaccompanied Child Form, which must be handed to the Driver prior to departure.
3. The Unaccompanied Child Form Must be fully completed and signed, otherwise Travel on the service will not be allowed.
4. The person responsible for the child at the departure location, must be the person written on the Unaccompanied Child Form. The person responsible for the child at the departure location, must also be at the pick-up point 15 mins prior to departure with the ID and Form ready to show the Driver.
5. The person responsible for the child at the arrival location, must be the person written on the Unaccompanied Child Form. The person responsible for the child at the arrival location, must also be at the arrival point 15 mins prior to arrival with the ID ready to show the Driver.
6. Exception to Clause 5. If the person responsible for the child at the arrival time does not present themselves to the Driver after 10mins, the following action will be taken;
 - The Driver will try to ring the person responsible for pick-up.
 - The Driver will take the child to the nearest Police Station, where the Parent/Guardian Responsible details will be provided to the Police.
7. The North Burnett Transport Service will only disembark the child at a scheduled stopping point as detailed in the timetable and per the Unaccompanied Child Form.
8. The North Burnett Regional Council shall not be responsible for any loss or damage incurred by the child as a result of late boarding or failure to board, at either the departure or arrival locations.
9. All Passengers including Unaccompanied Children are to adhere to the Terms and Conditions of Travel Policy , which is available on Council’s Website
10. The child shall comply with any reasonable instructions from the North Burnett Regional Council and its employee, necessary to the child’s safety and well being.
11. The North Burnett Regional Council and its employees will not accept responsibility for unaccompanied children whilst in Transit; however all care will be exercised where possible.
12. I certify that all information provided by me is true and correct.

PARENT/GUARDIAN TO COMPLETE:

By signing this form I acknowledge/accept that I have read, understood and agree to the Conditions set out in the Unaccompanied Child Form. **Please Tick:** Yes

Name: _____ Drivers Licence/Over 18 Card Number : _____

Signature: _____ Date: _____

The Information Privacy Act 2009 governs how your information is used, collected, disclosed and stored. This information will only be accessed by authorised employees within the North Burnett Regional Council. Your information will not be disclosed for a purpose outside of this process, unless you have given us your consent or we are required to by law.