



Quality, Safety and Environment Management System

LETTER OF AUTHORITY FOR CARRIAGE OF UNACCOMPANIED CHILDREN

POLICY

- The following policy has been developed for the safety and well being of children when traveling on our route services;
- Children must be instructed not to leave the coach en-route without approval of the driver.
- No responsibility will be accepted by the company for unaccompanied children whilst in transit, however all due care will be exercised.
- Person/s meeting child/ren at a destination must be advised to be waiting by scheduled arrival time at destination location and to remain until coach arrives. Further, if person/s is not there when the coach arrives, it will proceed to the next manned police station, leave the child/ren in their care and then continue on its journey.
- Letter of authority form to be handed to the company representative at the time of boarding the coach, then carried by the driver for reference if needed.
- Children traveling as part of a school, SAPSASA, common interest group, under adult supervision are exempt from this policy.
- Children traveling to and from school on a student pass are exempt.
- Children up to and including 7 years must be accompanied by a person 15 years or older.
- Children aged 8 to 14 years inclusive will be carried provided a letter of authority form is completed before departure.

UNACCOMPANIED CHILD/REN DETAILS

Table with 3 columns: CHILD, NAME, AGE. Rows 1-4.

TRAVEL DETAILS

Table with 3 columns: DEPARTURE, DESTINATION, DATE.

PICK UP PERSON DETAILS

Table with 4 columns: NAME, LANDLINE, MOBILE, ADDRESS.

I, the undersigned, authorise the carriage of the child/ren whose details are listed above and agree;
- The stated age(s) to be correct.
- Each child has been instructed not to leave the coach unless approved by its driver.
- The person(s) meeting the child/ren have been made aware of company policy.
- To absolve Yorke Peninsula Coaches and staff from any responsibility for them and other than the usual responsibilities for the carriage of passengers.

Name: ..... Address: .....
Landline: ..... Mobile: .....
Signature: ..... Date: .....

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### DRIVERS

Drivers please note the following procedures to be applied for children traveling on our service;

- As per instructions on our time tables, unaccompanied children may travel if in possession of a letter of authority form from a parent or guardian, giving details of collection arrangements at destination and emergency contact numbers.

If for ANY reason the child is not with a parent or guardian;

- Establish their name, age and phone details and try to contact parents.
- If the child is under the age of 16 and you are unable to establish if they are supposed to travel, contact authorities to care for the child until parents can collect.
- If the nominated pick up person is not at the destination contact is to be made with the parent or guardian to establish why, under no circumstances should a child be left at a stop without someone to care for them. Where necessary contact the authorities to care for the child/ren.
- Do not leave the child/ren in the care of another passenger.
- In the event the child/ren does not have the correct fare or no money for the fare it is our duty of care to ensure the safety of the child/ren, under no circumstances is the child/ren to be left along at a stop without the parent, guardian or authorities to care for them.
- Always establish that the person collecting the child is their intended parent or guardian, if this cannot be done contact the authorities.

Contact phone numbers;

- Police – 131 444
- Children, Youth & Family Services – 8226 7000