

# **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

CHILD	NAME	AGE
1		
2		
3		
4		

#### TRAVEL DETAILS

DEPATURE	DESTINATION	DATE

## **PICK UP PERSON DETAILS**

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:	