

2023 Continuing Request for Special Needs Transport

This form needs to be completed for students who have been provided with travel assistance in 2022 and who seek travel assistance in 2023. **All sections of this request are to be completed. Incomplete requests will not be processed.** All requests must be returned to your school by **Friday 25 November 2022**. The school must be notified of any other changes in circumstances as soon as possible.

Child's Full Name		Date of Birth
Home Address (Child's Residence)		Contact Number
Parent Name	School Year in 2023	
Requested Date to Commence	Date Service is to Finish	
Reason why parent is unable to transport child to school (please clearly state reasons why)		

Request for Transport Details (please fill in for all days of the week, morning and afternoon)			
AM	Pick Up Address	School Start Time	Name of School for Drop Off
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
PM	Name of School for Pick Up	School Finish Time	Drop Off Address
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Declaration

I (parent) _____ agree that should my request for transport assistance be approved, that I or a designated responsible person will be present to ensure the child is placed on the transport provided from the designated pick up location and/or is available to collect the child from their designated drop off location.

I also understand that students are picked up and/or dropped off door to door where possible and that all travel services will depend on accessibility of the home. If the students address is not suitable for bus access another pickup/drop off location close to the students address may be advised. In some circumstances students may be required to be picked up and/or dropped off at designated group locations.

Signed (parent) _____ Date _____