

6 June 2025

## **New Policy for Private Transport for Excursions/Events**

Dear Parents/Carers,

We are writing to advise of the new policies and procedures advised by the NSW Department of Education in relation to travel to and from school-endorsed activities. This is in relation to excursions where travel is designated as “private”.

### **Parent/Carer Driving other students**

If you are volunteering to be a driver for other students, with the other parents’ permission, you will need to complete the following:

- Form called “*Private Travel – Driver Form*”. This form can be found on the School Bytes Forms section.
- Declaration for Child-Related Workers (this form can be obtained from the office or emailed at your request).

To avoid the need to complete the Private Travel – Driver Form for every event, we recommend the following:

- Enter the word “various” at:
  - Name of Activity
  - Location/Address of Activity
  - Date of Activity.
- If there is a chance you could be using more than one vehicle for transport during the year, please enter all possible vehicle details in the “Vehicle to be Used” section.

### **Permission for another parent to drive your child**

If you have organised for someone to drive your child to a school-endorsed activity, you will need to complete the following:

- Form called “*Private Travel – Passenger Form*”. This is the parent consent for a child to travel as a passenger. This form can be found on the School Bytes Forms section.

Kind regards,

Simon Webb  
Principal