School logo and letterhead

**Parent /staff transport of students to/from a school-endorsed activity in a private vehicle**

must complete this form before using a private vehicle to transport students

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| **School-endorsed activity** |
| Name of activity |  |
| Location/address of activity |  |
| Date(s) of activity |  |
| Estimated time range of activity | Depart school: | Arrive at activity: |
| Depart activity: | Return to school: |
| **Details of driver** |
| Name |  |
| Age | [ ]  Under 25  | [ ]  25 years or older  |
| Licence type | [ ]  Full  | [ ]  P2  | [ ]  P1 |
| **Vehicle to be used** | For repeat/ongoing events where a different vehicle may be used on different occasions, use a separate form for each vehicle |
| Vehicle make/model | Make: | Model: |
| Vehicle details | Licence plate number: | Registration expiry date: |
| Vehicle ownership | [ ]  owned by me  | [ ]  owned by another person who consents to me driving it |
| **Registration check and copy of driver licence**  | * check vehicle registration is current at [service.nsw.gov.au/transaction/check-vehicle-registration](https://www.service.nsw.gov.au/transaction/check-vehicle-registration)
* attach a copy of the vehicle registration certificate and your driver’s licence (front side only)
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| **Disclaimers:** * drivers are responsible for complying with road rules and exercising care. The Department of Education is not liable for the acts or omissions of drivers of private vehicles.
* drivers and vehicle owners are responsible to ensure that the vehicle is road-worthy before use.
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| **Declaration:** I certify that the information provided in this form is true and correct. |
| Driver Name: | Signature:  | Date: |
| **Privacy statement:** Your personal information is being retained by NSW Department of Education in connection with the activity referred to above. For information on how the department manages personal information including your access rights please visit <https://education.nsw.gov.au/about-us/rights-and-accountability/privacy/privacy-information-and-forms> |