



Errington Special Education Centre

## Reminders for Families regarding Transport

- The Department of Education and Child Development provides transport service to assist families to access specialized facilities. They require 10 working days to process any new applications
- Children can only be transported to the specified address noted on the request form. If any changes or any new arrangements need to be made families must request and complete a new form, this may take up to 10 days to process.
- Parents must load their child's bags into the taxi in the morning and take them out in the afternoon. It is the parents responsibility to provide and fit a booster seat if required.
- Parents must be waiting to greet the taxi in the morning and afternoon, the driver has a responsibility to the other children in the car and is not able to leave the car.
- All drink bottles and belongings should be in your child's bag, for safety reasons your child cannot drink or eat while in the taxi.

### ***Children not ready***

Please have your child ready at the arranged time. All drivers have been instructed to wait a maximum of 5 minutes. If the child is ready after this time it may be the parent/caregivers responsibility to bring the child to school. If there is specific issue, ie: child is unwell, please let the driver know—he will continue his run and pass the information on to the Errington SEC staff.

### ***Parent/Caregiver not home***

It is essential that a responsible adult is home to meet your child. If you are not home, the driver will wait a maximum of 5 minutes before phoning Errington SEC for instructions on how to proceed. In most cases the driver will be instructed to return the student to Errington SEC where it will be the parents/caregivers responsibility to collect their child.