



## Unaccompanied Child Form / Boarding School Form

Please print this form, complete, sign and hand to the Mackay Transit Coaches driver at the departure point.

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_

Medical Conditions: \_\_\_\_\_

**Tickets must be purchased, and form completed prior to boarding.**

### Travel Details

Example

Date	Service	Departure Point	Departure Time	Arrival Point	Arrival Time	Ticket No
3/12/2016	MKY-EMD	EMERALD	5:45am	MACKAY	11:30am	21 - 365

### Parent / Guardian Contact Information

Name: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Address: \_\_\_\_\_

Phone\*: \_\_\_\_\_ Mobile\*: \_\_\_\_\_

**\*Must have 2 contact numbers**

### Destination Information

Name of Person Responsible: \_\_\_\_\_

Address: \_\_\_\_\_

Phone\*: \_\_\_\_\_ Mobile\*: \_\_\_\_\_

**\* Must have 2 contact numbers**

Please read the terms and conditions attached. By signing this you are agreeing to our terms and conditions. It is important to have all information entered, as we reserve the right to terminate travel if this form does not have **ALL** required information.

### Parent/Guardian/Responsible Caregiver

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_



- 1) Mackay Transit Coaches will not transport children 11 years and under (inclusive) without a responsible chaperone. A chaperone can be a sibling or student from the boarding school who is 15 years or older. If the chaperone is a student from the school, they must carry a letter on the schools letterhead providing the information about the minor, along with the minors full contact details.
- 2) Unaccompanied children between the ages of 12 and 14 (inclusive) will be carried provided they hand the 'Unaccompanied child/children Form' to the driver of the service. The 'Unaccompanied child/children Form' will have been completed by the child's legal Parent/Guardian or Responsible person. We require no less than 2 contact numbers for our service.
- 3) Bookings for unaccompanied children need to be made prior to the commencement of the service, the children will require a ticket number to complete the form with ALL required information.
- 4) If ALL required information has not been entered, Mackay Transit Coaches reserves the right to terminate travel for the unaccompanied child.
- 5) Mackay Transit Coaches will not accept any responsibility for the unaccompanied children at any time. Children must act in a responsible manner at all times. Children must also be respectful towards our Mackay Transit Coaches driver, and all passengers on the service.
- 6) The children must be equipped with adequate food and water while on-route. If children are not carrying adequate food or water, they must have sufficient funds to purchase goods on route.
- 7) If the child becomes unwell whilst on the service, Mackay Transit Coaches reserves the right to take the necessary action in the child's best interests. Any costs incurred will be forwarded to the Parent/Guardian of the child.
- 8) Mackay Transit Coaches will not be held responsible for any loss or damage incurred by the child.
- 9) The child must be present with responsible supervision at the departure point. The child must also be at the departure point 15 minutes prior to the scheduled timetable departure time. The responsible person must also be present at the arrival point for the scheduled arrival time to collect the child from the service. Mackay Transit Coaches will not be responsible for any children who leave the coach without the responsible person.
- 10) The driver may ask for identification from the responsible person upon arrival. This identification can be in the form of a Photo Licence, Passport, or 18 + card or Student Id card (16+).
- 11) Mackay Transit Coaches will only deliver children to the departure point as signed by the Parent/Guardian on the form. Mackay Transit Coaches will not drop any passengers off at unscheduled stops.
- 12) If in the event of the Parent/Guardian or Responsible person not being present at the arrival point upon arrival, and contact cannot be made with any of the contacts on the form, the child will be taken to the nearest Police Station along with the contact information.
- 13) If you agree with our Terms and Conditions, you are accepting the responsibility of all stated above. By signing this form you are giving Mackay Transit Coaches permission to transport the unaccompanied child to their destination. You are also accepting any loss or damage incurred by the child.

**Parent/Guardian must complete**

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_