



# Travel Authorisation for Unaccompanied Child/Children



This form is for children aged between 10 and 15 years who require to travel unaccompanied on Transwa services. The travel is to be authorised by the responsible adult/guardian for the children by completing and signing the form.

**Children under the age of 10 years are not permitted to travel unaccompanied on any Transwa service and must be accompanied by a responsible adult, aged 16 years or older.**

**Please Note:**

- Please use BLOCK letters;
- A separate Authorisation Form must be completed for the return journey;
- The completed form is to be handed to Transwa operational staff at the time of boarding; and
- Transwa reserves the right to refuse travel if the form is incomplete, not provided or unsigned.

			OFFICE USE ONLY
Name of child	Date of birth	Age	Proof of age sighted
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
Date of travel	From	To	Party Reference

<b>Name of parent/guardian</b>			
<b>Residential address</b>			
<b>Telephone contacts</b>	(H)	(W)	(M)
<b>Email</b>			
<b>Name of adult dropping off child</b>			
<b>Telephone contacts</b>	(H)	(W)	(M)

<b>Name of collecting adult</b>			
<b>Residential address</b>			
<b>Telephone contacts</b>	(H)	(W)	(M)

OR

<b>Alternative arrangements for the child at the final destination (not applicable for Whole of Year travel)</b>

By outlining alternative arrangements the parent/guardian acknowledges that the child may be left unattended at their final destination.

**Whole of Year travel**

I wish to register this form for the Whole of Year travel arrangement for my child/children. I acknowledge that by registering for the Whole of Year Travel that a responsible adult must collect my child/children at their destination.

Check box if applicable

I the undersigned, authorise the travel of the unaccompanied child/children whose details are listed above and agree that:

- I am the parent/guardian described above and that I am responsible for the child/children named on this form;
- All children listed above are aged 10 years or above and the age shown against each child is correct;
- I have read and accepted the additional conditions of travel described on the reverse of this form;
- I have received the Advice for Adults Arranging Travel for Unaccompanied Children document from Transwa; and
- I consent for Transwa to use the personally identifiable details on this form for booking and administrative purposes.

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

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

OFFICE USE ONLY	Calendar Year:
-----------------	----------------



The following conditions of travel apply in addition to the standard terms and conditions of travel:

## General

1. Children under ten (10) years of age must be accompanied by a responsible adult aged sixteen (16) years or older when travelling on any Transwa service.
2. Children aged between ten (10) and fifteen (15) years are permitted to travel unaccompanied on Transwa services provided a Travel Authorisation for Unaccompanied Child/Children form (Authorisation Form) has been completed and submitted by a parent or guardian, unless the child is travelling solely within the Exclusion Zone.
3. The **Exclusion Zone** includes the stopping places or stations between and including East Perth and/or Midland to Northam whereby a child may travel unaccompanied without an Authorisation Form on a Transwa rail service only (including rail replacement road coaches).
4. Transwa reserves the right to refuse to carry an unaccompanied child if the Authorisation Form is incomplete, not provided at the time and place of travel or is unsigned.
5. Transwa reserves the right, where health and safety are at risk, to require any child under the age of sixteen (16) years to travel accompanied by a responsible adult.
6. Transwa's standard Terms and Conditions of Travel continue to apply and can be viewed at [transwa.wa.gov.au](http://transwa.wa.gov.au).

## Responsibilities of parents/guardians

1. By completing an Authorisation Form, you consent to Transwa using your personally identifiable details for booking and administrative purposes.
2. If the child named on this form suffers from any medical conditions which may affect their travel or the safety of other passengers, the parent/guardian must advise the staff at the time of booking and if requested provide a Medical Certificate from a qualified medical practitioner before the child will be permitted to travel.
3. The parent/guardian named on this form consents to Transwa, its employees, agents and contractors making any arrangements it considers necessary to ensure the child's safe custody and wellbeing at any time or place and to reimburse Transwa for any costs incurred in undertaking these arrangements.
4. A responsible adult is required to bring the child to the station or stopping place and is to remain with them at the boarding place until the service has departed.
5. Transwa strongly recommends that a nominated responsible adult meet the child at their final destination, however alternative arrangements can be provided on the Authorisation Form. In this situation the responsible adult acknowledges that the child may be left unattended at their final destination.
6. The responsible adult should be satisfied the child is aware of their travel arrangements, is comfortable to seek assistance if required and knows who will be collecting them or the alternative arrangements, upon arrival at their destination.

## Prior to travel

1. Transwa may at its discretion require proof of age or school attendance prior to agreeing to carry a child unaccompanied. Acceptable forms of proof include the child's Birth Certificate or extract, valid Passport, Student SmartRider and date of birth, school ID card showing date of birth, or school letterhead confirming the child's attendance, date of birth and study year.
2. Alternative arrangements do not apply for a child who has an Authorisation Form registered under the **Whole of Year** arrangement. A new Authorisation Form must be completed by a parent/guardian for each day of travel if alternative arrangements are being made for this child.
3. The **Whole of Year** travel arrangement is only applicable to a child who travels frequently on the same journey and has a completed Authorisation Form submitted by their parent/guardian or recognised school/college to cover that travel for all of a calendar year.

## During travel

1. Transwa is not responsible for providing supervision if the child is joining a connecting service at an attended rail station or a road coach stopping place. Transwa staff will request the child remain seated where they can be routinely monitored whilst in transit.
2. Transwa, its employees, agents and contractors accept no responsibility for the protection, care (including medical), custody, control and/or supervision of the child/children at any time or at any place, whether in transit or at the boarding place, the destination and/or at stopping places, whether shown on Transwa timetables as scheduled or otherwise.

## After travel

1. If any concern is shown by the child towards the collecting adult Transwa will be required to check the adult's identification.
2. Transwa will not leave a child at a destination if the collecting adult is not present, nor will it delay the service to wait for the adult to arrive. If the child is not collected at the stated destination at the appropriate time, the child will remain on the service. In some cases the child may be left at the local Police Station. The collecting adult should contact the Transwa Operations Helpdesk by telephoning (08) 9326 2252 so alternative arrangements can be made in the instance they fail to collect the child.