



New Lambton Public School

Private Transport Volunteer



Dear Volunteer

Thank you for your kind offer to assist as a Parent Helper.

DEC Risk Management procedures require that we must sight the following information before you are allowed to drive children in your vehicle. You must fill out the Prohibited Employment Declaration form, which is available at the school office. Once you have provided these details and completed the required form they remain on record until your youngest child leaves New Lambton Public School. They are also used for other activities if required i.e. Parent Helper, Debating, Chess and Sporting Events etc. ***However, your driver's licence and vehicle registration papers must be sighted annually if transporting students.***

Could you please call to the school office and supply the following details:

1. Current drivers licence
2. Current vehicle registration papers
3. Complete a Prohibited Employment Declaration form. To complete this form you are required to provide 100 points of ID. Please see attached list of acceptable ID.

Organising teacher: