



New Lambton Public School



Justine Abell
Principal

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Private Transport Volunteer

Dear Volunteer,

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

DoE 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 *Working with Children Check – Declaration for Volunteers and Non-Child-Related Contractors* form (which is available at the school office) along with the following documentation:

1. Current drivers licence
2. Current vehicle registration papers
3. Comprehensive Car Insurance.

Once you have provided these documents and completed the required form, these documents will be recorded and remain valid 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, vehicle registration papers and comprehensive insurance must be sighted annually.***

Organising teacher: