Building Futures Care Record of Transportation (Logbook)

Regulation 102 requires that before any child is transported:
Written parent permission must be obtained
A risk assessment must be completed
This applies to **all transport**, including routine school runs

Please fill in Record of transportation logbook every time you transport children in educator vehicle or when using public transportation

Vehicle / Transportation • Check ESI attendances • Number of children prior to leaving FDC residence • Head Count • Date				**Time**	**Purpose of Travel** • Regular Outing • School • Kindy • Children's Home • Excursion	**D =** Disembark / Head Count **E =** Entering / Head Count		**C** =Continue onto another destination **R** = Return to FDC	**Arrival to the FDC Residence** • Roll Call • Head Count • Check vehicle • Time				**Educators Signature**
Y	0	Y	04/02/2026	7.30am	Children's Home Collect	E	1	R	Y	1	Y	8.00am	Educator
Y	2	Y	05/02/2026	4.30pm	Children's Home Drop off	D	2	R	Y	0	Y	5.00pm	Educator
Y	4	Y	06/02/2026	8.30am	Playgroup – Train Museum	D	4	C	-	-	-	-	-
Y	4	Y	06/02/2026	10.30	Coles - Ipswich	D	4	R	Y	4	Y	11.15am	Educator

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