

# Safe Travel Plan template

See the Safe Travel Plan Guidelines for information to complete this form.

**Note**: Schools, boarding providers and families/students may wish to add more information or use a different format to suit their purposes. [Examples](#_Examples_of_Safe) of completed forms are below.

## Personal details

| **Student name:** |  |
| --- | --- |
| **Mobile phone number:** |  |
| **Home address:** |  |
| **School / hostel:** |  |
| **School / hostel address:** |  |
| **Important information such as allergies or adjustments:** |  |

## Travel details

Add more rows as required.

| **Travel leg/transit point** | **Supervised or unsupervised** | **Supervisor name or contact person** | **Mobile number** | **Relationship to student** | **Arrangement** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## Emergency contacts

Add more rows as required.

| **Place** | **Emergency contact name** | **Mobile number** | **Relationship to student** | **Arrangement** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |

## Itinerary

Include or attach your itinerary details.

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# Examples of Safe Travel Plans

## Example 1 – Simple journey, completely supervised

The following is an example of a completed template for a relatively simple journey that is completely supervised.

## Personal details

| **Student name:** | John Smith |
| --- | --- |
| **Mobile phone number:** | 04 0000 0000 |
| **Home address:** | 123 Main StreetCoober Pedy SA |
| **School / hostel:** | Adelaide High School |
| **School / hostel address:** | 456 Main StreetAdelaide SA |
| **Important information such as allergies or adjustments:** | John has a severe nut allergy and carries an EpiPen in his backpack. Instructions and dosage for EpiPen is in his medical kit in his backpack.  |

## Travel details

| **Travel leg/transit point** | **Supervised or unsupervised** | **Supervisor name or contact person** | **Mobile number** | **Relationship to student** | **Arrangement** |
| --- | --- | --- | --- | --- | --- |
| School to home | Supervised | Jane Smith | 04 0000 0000 | Parent | Mother will supervise student from home all the way to school and will travel to collect student at end of term |
| Home to school | Supervised | Jane Smith | 04 0000 0000 | Parent | Mother will supervise student from home all the way to school and will travel to collect student at end of term |

## Emergency contacts

| **Place** | **Emergency contact name** | **Mobile number** | **Relationship to student** | **Arrangement** |
| --- | --- | --- | --- | --- |
| Home | Sarah Smith | 04 0000 0000 | Sister | Emergency contact |
| School  | Jane Citizen | 04 0000 0000 | Head of Boarding | Emergency contact  |
| On bus | Police | 000 | N/A | To contact if student feels unsafe during travel |

## Itinerary

Separately attached.

## Example 2 – Simple journey, partially supervised

The following is an example of a completed template for a simple journey that is partially supervised.

## Personal details

| Student name: | Catherine Brown |
| --- | --- |
| Mobile phone number: | 04 0000 0000 |
| Home address: | 123 Main StreetTi Tree NT |
| School / hostel: | Darwin High School |
| School / hostel address: | 456 Main StreetDarwin NT |
| Important information such as allergies or adjustments: | Catherine is severely lactose intolerant. |

## Travel details

| Travel leg/transit point | Supervised or unsupervised | Supervisor name or contact person | Mobile number | Relationship to student | Arrangement |
| --- | --- | --- | --- | --- | --- |
| Ti Tree to Alice Springs Airport | Supervised | Bronwyn Brown | 0400 000 000  | Mother | Driving student from home to airport |
| Flights from Alice to Darwin | Unsupervised | Bronwyn Brown | 0400 000 000  | Mother | Student will travel on airplane alone. Mother will be the emergency contact if anything occurs on flight.  |
| Alice Springs Airport  | Supervised | Lisa Anderson | 0400 000 000 | Travel supervisor | Travel supervisor will meet student at Darwin Airport. If travel is disrupted, contact Travel Supervisor to arrange different transport. |
| Darwin Airport to School | Supervised | Lisa Anderson | 0400 000 000  | Travel supervisor | Supervising 2 students to/from same school  |

## Emergency contacts

| Place | Emergency contact name | Mobile number | Relationship to student | Arrangement |
| --- | --- | --- | --- | --- |
| Home | Beth Brown | 0400 000 000  | Sister | Emergency contact |
| School  | Gary Long | 0400 000 000 | Head of Boarding | Emergency contact  |

## Itinerary

Separately attached.

## Example 3 – Complex journey, partially supervised

The following is an example of a completed template for a complex journey with multiple legs that is partially supervised.

## Personal details

| Student name: | Ben Mackenzie |
| --- | --- |
| Mobile phone number: | 0400 000 000 |
| Home address: | 123 Main StreetHopevale QLD |
| School / hostel: | Toowoomba College |
| School / hostel address: | 456 Main StreetToowoomba QLD |
| Important information such as allergies or adjustments: | Ben has asthma and has a puffer in his backpack. Dosage is xxxx. Emergency medical contact is xxxx. |

## Travel details

| Travel leg/transit point | Supervised or unsupervised | Supervisor name or contact person | Mobile number | Relationship to student | Arrangement |
| --- | --- | --- | --- | --- | --- |
| Home - bus stop at Cooktown Airport | Supervised | Mary Mackenzie | 0400 000 000 | Mother  | Deliver student to bus that goes to Cooktown airport |
| Cooktown - Cairns | Supervised | Anna Smith | 0400 000 000 | Aunty | Meet student at Cooktown airport. Deliver to connecting flight at Cairns airport.  |
| Cairns - Brisbane | Unsupervised | John Brown | 0400 000 000 | School staff member | Student will travel on airplane alone. School staff member will meet at Brisbane airport.If travel is disrupted, contact School staff member to arrange different transport.  |
| Brisbane - Toowoomba | Supervised | John Brown | 0400 000 000 | School staff member | Collect student from pick-up point at Smith Street. Take student to boarding accommodation  |

## Emergency contacts

| Place | Emergency contact name | Mobile number | Relationship to student | Arrangement |
| --- | --- | --- | --- | --- |
| Home | Mary Mackenzie | 0400 000 000  | Mother  | Emergency contact |
| School | Peter Burns | 0400 000 000 | Head of Boarding | Emergency contact  |

## Itinerary

Separately attached.