



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 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.

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 Street Coober Pedy SA
School / hostel:	Adelaide High School
School / hostel address:	456 Main Street Adelaide 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 Street Ti Tree NT
School / hostel:	Darwin High School
School / hostel address:	456 Main Street Darwin 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.

Travel leg/transit point	Supervised or unsupervised	Supervisor name or contact person	Mobile number	Relationship to student	Arrangement
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 Street Hopevale QLD
School / hostel:	Toowoomba College
School / hostel address:	456 Main Street Toowoomba 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

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