Dear Parents / Carers,

Crown Coaches provide transport to and from school for students living in our **Designated Transport Zone**.

It is important that contact telephone numbers of parents, including current mobile numbers and respite placements are provided to Crown Coaches for use in emergency if your child travels on the bus. By signing the form below, authorization is given to **Bulleen Heights School**, to supply Crown Coaches with telephone contact numbers of the parents and / or carer/ and or emergency contacts. Please ensure that you notify the school office if any of your numbers change.

These numbers will remain **confidential** and will **only** be used in an emergency situation.

To assist the smooth operation and increase the safety of all students, please authorize the school to supply Crown Coaches with contact numbers by signing the form below.

If you have any concerns or queries, please contact the school.

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**AUTHORISATION TO RELEASE CONTACT NUMBER**

*(Please complete form and return to school)*

Name(s) of Child / Children attending this school:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

I authorize the Principal of Bulleen Heights School, to release my contact numbers to Crown Coaches. The numbers will be used by management for emergency contact only and remain confidential.

**Signature of Parent / Carer:** ____________________________________________

**Date:** ______________________________________________________________