



Walking School Bus Instructions for New Volunteers

Dear Parent

Thank you for your interest in the Walking School Bus (WSB) program. The WSB program depends upon your interest and involvement, as the more volunteers a WSB route can attract, the more days it can run. As a parent, you are always welcome to walk with your child's WSB. However, if you would like to become an accredited volunteer, you are required complete the following:

- 1) **Short induction session** conducted by the WSB Program Officers. At this session, you will receive your fluorescent vest and information about your child's WSB route.
- 2) **Police Records Check**, provided free of charge by the YWCA of Canberra, available from the WSB folder kept at each school or on the YWCA of Canberra website.

Important note:

- Include a photocopy of your driver licence or other acceptable identification (passport, certified full birth certificate, certified marriage certificate)
 - Return the Police Records Check form to the WSB program at the YWCA of Canberra for processing
 - Under Section 2, please write in:
 - i. 'YWCA of Canberra' under 'Organisation/employer name'
 - ii. '1729' under 'Client Code'
 - iii. '145/2008' under 'Client Reference Number'
 - Under Section 3, if you select 'Yes', please forward the WSB program a copy of your police check as soon as you receive it. If you select 'No', please write the YWCA of Canberra's name and address in the box
 - Under Section 4, please write Code '19' in the box
 - Under Section 5, please select 'No'.
- 3) **Volunteer Contract** to be returned to the YWCA of Canberra. This form can also be found on the YWCA of Canberra website.
 - 4) In consultation with the WSB Program Officers and the other volunteers on your child's WSB route, decide which day/s you can walk, rearrange the Volunteer Roster – and start walking!

We look forward to meeting you at a Volunteer induction session, which will take approximately half-an-hour and will be arranged at a time convenient for you. If you have any queries, please do not hesitate to contact the Walking School Bus team at the YWCA of Canberra.


Thank you again for your interest.

Tiffany Henderson – Program Manager and **David Turbayne** – Program Officer.

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The ACT Walking School Bus program is managed by the YWCA of Canberra and supported by the ACT Government under the ACT Health Promotion Grants Program. The following departments provide in-kind support: Commonwealth Department of the Environment, Water, Heritage and the Arts; Australian Federal Police; ACT Territory and Municipal Services and the ACT Department of Education and Training.

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