

New vehicles or renew approved vehicle details

This form is for contractors to notify the Assisted School Travel Program (ASTP) of new vehicles or renew existing vehicle details.

Guidance notes:

- Please ensure up-to-date insurance and registration policies are provided within 7 days after the commencement date and within 7 days of the anniversary renewal date. Periodic audits are conducted by the ASTP.
- The contractor must not use any vehicle for the provision of service until written approval is received by the Department.
- Vehicles will only be considered if under 15 years from the date of manufacture.
- Please allow up to 10 business days for this request to be processed.
- Email this completed form with all supporting documents to contractors.astp@det.nsw.edu.au.

Contractor details

Entity name: _____ ABN: _____

Title: _____ First name: _____ Last name: _____

Vehicle details

Owner full name / company name: _____

Make: _____ Model: _____

VIN: _____ Date of manufacture: _____

Registration No.: _____ Registration expiry: _____

Date of disposal/sale: _____

Colour: _____ No. of passenger seats: _____ Warning signs:

Comprehensive insurance policy: _____ Expiry date: _____

Vehicle engineering compliance certificate number (if modified): _____

Is a personally imported vehicle?

Wheelchair vehicle

Hoist Ramp

Configuration 1

Number of passenger seats: _____ Wheelchair spaces: _____

Configuration 2

Number of passenger seats: _____ Wheelchair spaces: _____

Configuration 3

Number of passenger seats: _____ Wheelchair spaces: _____

Configuration 4

Number of passenger seats: _____ Wheelchair spaces: _____

Run details

If known, please indicate which run you wish for this vehicle to be assigned to:

Run number: _____ start date: _____ end date: _____

Documents attached

- Transport for NSW Vehicle certificate of registration
- Copy of vehicle comprehensive insurance policy
- Copy of the vehicle engineering certificates (for modified vehicles)
- [Consent to vehicle checks and disclosure of information form](#)
- Hire car/leasing arrangements will require the above details on an official letterhead confirming the details from a supplier

Declaration

I declare that all the information provided in this form is, to the best of my knowledge, true and correct.

Contractor signature:  _____ Date: _____