

# Sample run card



## Run Card (Run No 0000)

Assisted School Travel Program  
1300 338 278 (toll free)  
[contractors.astp@det.nsw.edu.au](mailto:contractors.astp@det.nsw.edu.au)

**Please be advised:** This run card is valid from the date of issue below. Please securely destroy any previous run card you may have. The Assisted School Travel Program (ASTP) will advise you of any changes to this run by email, and daily monitoring of your email account is recommended. For additional information please contact the ASTP on 1300 338 278 or visit the website at <https://education.nsw.gov.au/public-schools/astp>

**Contractor Name :** Assisted School Travel Program  
**Contractor Address :** Locked Bag 7009, WOLLONGONG EAST  
**Work Phone No :** 1300 338 278  
**Email :** [generalenquiries.astp@det.nsw.edu.au](mailto:generalenquiries.astp@det.nsw.edu.au)

**Date :** 06/01/2025  
**File No :** PROJ19/8888  
**Vendor No :** 01000112000  
**ABN :** 12345678910

**Vehicle:** **Rego No:** ASTP18 **Make:** KIA **Model:** AS20 **No. Seats:** 7 **W/C Spaces:** 0 **Hoist:** N **Ramp:** N  
**Pay Rate:** W/C 1-3 **Start Date:** 06/02/25 **End Date:** 19/12/25

**Driver:** **Name:** Elijah Affleck **Address:** 5 Orange St PARKES 2870 **Phone No:** 1300 338 278 **Mobile No:** 1300 338 278

**ATSO:** **Name:** Lisa Lopes **Address:** 8 Apple St PARKES 2870 **Phone No:** 1300 338 278 **Mobile No:** 1300 338 278

**School Details:** Assisted Travel School **Email Address:** [generalenquiries.astp@det.nsw.edu.au](mailto:generalenquiries.astp@det.nsw.edu.au) **Phone No:** 1300 338 278

**Address:** 77 Pear St Parkes 2870 **School Code:** 1234

**School open/close times:** MON:09:05/15:00 TUE:09:05/15:00 WED:09:05/15:00 THU:09:05/15:00 FRI:09:05/15:00 **Transport area:** Orange

**TRANSPORT REQUIRED:** 06/Feb/2025 (Thursday) to 07/Feb/2025 (Friday)

| Student Name | Address  | Phones              | Transport Requirements | Mo | Tu | We | Th   | Fr   | Car Seat | WC | ATSO | D.O.B    | File No-ID  |
|--------------|--|---------------------|------------------------|----|----|----|------|------|----------|----|------|----------|-------------|
| Jessie J     | 9 Kiwi St PEAK HILL 2869                       | 1300 338 278        | After school care      |    |    |    | Full | Full | N        | W  | M    | 09/08/09 | PROJ19/1888 |
|              | Seat belt buckle cover required for transport. | Part-day attendance |                        |    |    |    |      |      |          |    |      |          |             |
| Steven S     | 18 Papaya St PARKES 2870                       | 1300 338 278        |                        |    |    |    | AM   | PM   | N        | F  | B    | 25/10/11 | PROJ19/1889 |

- Contractor details
- Vehicle details
- Vehicle pay rate (rate you will be paid)
- Period the vehicle will be assigned to the run
- Driver details
- Assisted Travel Support Officer (ATSO) details
- School details
- Transport dates for students listed
- Student details and their transport requirements
- Please note any special requirements
- Car seat and wheelchair (WC) requirements
  - Travel in wheelchair (W)
  - Folding wheelchair (F)
- Type of ATSO required:
  - Behaviour (B)
  - Medical (M)