

CONTRACTOR CHECKLIST

First day of school pick up

Email the ASTP on contractors.astp@det.nsw.edu.au or phone 1300 338 278 if information on your run card needs to be updated.

- Ensure your details on the run card are correct**
 - Check information on vehicles, drivers and Assisted Travel Support Officers (ATSOs)
- Ensure you have correct information prior to the first scheduled school day**
 - Check the [NSW school term dates](#) (for students)
- Confirm the first day of school attendance for the student**
 - Many non-government schools and support classes have different start times for students at different year levels
 - Contact the school if necessary. Contact information is on the run card.
- Contact the parent to confirm dates, times and pick-up and drop-off arrangements**
 - Advise parents that pick-up and drop-off times may vary depending on traffic conditions.
- Ensure there are safe pick-up and drop-off kerbside areas for both the student and the vehicle (at both the student's home and school)**
 - Drivers must wait at the kerb. They are not permitted to go onto private property to pick up and drop off students.
 - If the parent informs you that there are special travel requirements for their child, please confirm these with ASTP.
- Check if the run requires an ATSO**
 - If an ATSO is assigned, arrange a mutually agreed pick-up and drop-off point.
- Vehicle is clean and fully functional with operating air conditioning**
 - It is the parent's responsibility to supply special equipment (e.g. wheelchairs, belt buckles, car/booster seats, etc)
- Drivers and relief drivers are trained in ASTP requirements, including what to do in [emergency situations](#)**

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- Driver is able to comply with the run schedule
 - Check your emails, ASTP Online and our [website](#) regularly for updates
 - Driver greets the student and parent in a friendly and professional manner