

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.

Yes	First day of school pick-up checklist
<input type="checkbox"/>	<p>Ensure your details on the run card are correct</p> <ul style="list-style-type: none"> Check information on vehicles, drivers and Assisted Travel Support Officers (ATSO)
<input type="checkbox"/>	<p>Ensure you have correct information prior to the first scheduled school day</p> <ul style="list-style-type: none"> Check the NSW school term dates (for students)
<input type="checkbox"/>	<p>Confirm the first day of school attendance for the student</p> <ul style="list-style-type: none"> 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.
<input type="checkbox"/>	<p>Contact the parent to confirm dates, times and pick-up and drop-off arrangements</p> <ul style="list-style-type: none"> Advise parents that pick-up and drop-off times may vary depending on traffic conditions.
<input type="checkbox"/>	<p>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)</p> <ul style="list-style-type: none"> 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.
<input type="checkbox"/>	<p>Check if the run requires an ATSO</p> <ul style="list-style-type: none"> If an ATSO is assigned, arrange a mutually agreed pick-up and drop-off point.
<input type="checkbox"/>	<p>Vehicle is clean and fully functional with operating air conditioning</p> <ul style="list-style-type: none"> It is the parent's responsibility to supply special equipment (e.g. wheelchairs, belt buckles, car/booster seats, etc)
<input type="checkbox"/>	<p>Drivers and relief drivers are trained in ASTP requirements, including what to do in emergency situations</p>
<input type="checkbox"/>	<p>Driver is able to comply with the run schedule</p>
<input type="checkbox"/>	<p>Check your emails, ASTP Online and our website regularly for updates</p>
<input type="checkbox"/>	<p>Driver greets the student and parent in a friendly and professional manner</p>