

GUIDE TO SUBMITTING YOUR DRIVER APPLICATION

Assisted School Travel Program



1

Contractor assesses the suitability of the driver applicant



2

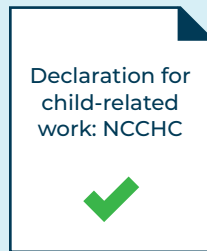
Contractor provides the driver applicant with all the required forms



3

Driver applicant forwards the completed forms below to the contractor to sign

FORMS AND DOCUMENTS TO COMPLETE



THINGS TO REMEMBER

- ▶ The NSW Department of Education's Assisted School Travel Program (ASTP) does not employ drivers directly.
- ▶ Contractors are responsible for ensuring drivers have the necessary training, skills and competencies in providing services to the ASTP and meeting the contractual requirements for service delivery.
- ▶ The driver applicant must have English language skills sufficient for the effective delivery of ASTP services.
- ▶ Drivers are required to meet a high standard of professionalism and maintain a good driving record.



4

Contractor submits driver application to ASTP as a single PDF



5

ASTP ensures all documents are complete



6

Background history checks undertaken by the department's screening unit



7

ASTP reviews driver application



8

ASTP informs contractor of outcome