

**Application for Approval to use a Subcontractor to Provide
Assisted School Travel Services**

Contractor Details

Contractor name:	
ABN or ACN:	
Vendor Number: <small>(issued by Department of Education)</small>	

Application for approval of subcontractor

Details of the proposed subcontractor are as follows:

Full Name: <small>(Note: Provide full name detail whether company, partnership, individual or otherwise)</small>	
ABN or ACN:	
Full Address details: <small>(Street /Suburb / State / Postcode)</small>	
Telephone (work):	
Telephone (home):	
Telephone (mobile):	
Email:	

Comply with subcontracting provisions under head agreement

The contractor must continue to fully comply with the terms of clause 25 of the contractor's head agreement for provision of Assisted School Travel Services for the Assisted School Travel Program.

Subcontract Documentation

The following 'Subcontractor Documentation' must be provided with this application:

1.	<p>Copy of signed Subcontract</p> <p>A Copy of a signed subcontract agreement between the contractor and the subcontractor based on the 'Subcontract' template which is available on the Department's website (the Subcontract). The 'Fees and Invoicing' schedule does not need to be provided with the signed copy of the subcontract agreement. The commercial arrangement between the contractor and the subcontractor is not a matter for the Department. See the 'Important Notice' at the end of this form. The 'Commencement Date' for the signed subcontract is that date that written approval (if at all) is provided by the NSW Department of Education for the subcontract to provide services.</p>
2.	<p>Documents relating to vehicles</p> <p>For each vehicle the subcontractor proposes to use, including 'relief' vehicles, true and correct copies of:</p> <ul style="list-style-type: none"> • certificate of registration/renewal certificate of registration or renewal of registration for each vehicle; and • consent to vehicle check a Roads and Maritime Services (RMS) 'Consent to Vehicle Check' form signed

	<p>by the registered owner of the vehicle; and</p> <ul style="list-style-type: none"> • engineering certificates engineering certificates required under the 'Run Requirements' (the 'Run Requirements' means the requirements set out at Schedule 3 of the Subcontract'). <p><i>For example, an engineering certificate may be required for vehicles with:</i></p> <ul style="list-style-type: none"> ○ <i>retro-fitting seat belts</i> ○ <i>wheelchair access</i> ○ <i>wheelchair restraint system and wheelchair occupancy restraints</i> ○ <i>wheelchair lift mechanisms</i> ○ <i>other modifications.</i>
3.	<p>Documents relating to drivers</p> <p>For each driver the subcontractor proposes to use, including 'relief' drivers, true and correct copies of:</p> <ul style="list-style-type: none"> • consent to licence check - a RMS 'Consent to Driver Licence Check' form signed by the driver; and • identification and working with children requirements - all documentation relating to the Identification Requirements (see clause 7.4 of the Subcontract) and Working With Children Check Requirements including child protection clearance forms (see clause 7.5 of the Subcontract); and • medical assessment certificate - a 'Medical Assessment Certificate' (see clause 8.2 of the Subcontract); and • English language skills - confirmation that the driver possess English language skills (see clause 8.3 of the Subcontract).
4.	<p>Documents relating to insurance</p> <p>Certificate of currency for:</p> <ul style="list-style-type: none"> • public liability insurance policy; and • comprehensive business insurance (taxi insurance as per the Special Conditions for Taxis at Schedule 4 of the Subcontract). • current workers compensation policy.

Important Notice

Submission of this form is not an authority for the subcontractor to perform any work/services. The Subcontractor must not perform any services until, and only if, approved by the NSW Department of Education in writing to provide such services.