

Eligible Service Provider Request for Increased Run Capacity

Eligible Service Providers (ESP) to the Department of Education Assisted School Travel Program have been assessed to determine the number of quality transport services (runs) each contractor has the capacity to manage. Each ESP has been advised of their maximum assessed run capacity.

This request form enables ESPs to request a review of the level of assessed run capacity at any time during the validity of the ESP list. Sufficient detail is needed to demonstrate to the department that ESPs have the capability and resources to manage an increased number of transport services.

Requests will be reviewed on a case by case basis. The submission of a request does not guarantee that an increase in assessed capacity will be granted. The outcome of the request assessment will be advised by email to the ESP.

Special Note (for Operators requesting to be eligible for more than 5 Runs)

The department considers those businesses that are well established the most preferred business to conduct large numbers of transport runs. An example of the preferred transport company would be a company which is registered and accredited, with owned or leased vehicles and employs drivers under award conditions and complies with Industrial Relations legislation.

The department considers Transport companies a risk to large services if a company is not accredited, does not own or lease vehicles and sub-contract services to owner drivers.

Please complete all relevant sections and provide any supporting documentation with your request. Email this form and documentation to contractors.astp@det.nsw.edu.au

ELIGIBLE SERVICE PROVIDER DETAILS	
Trading Name:	
Registered Business Address:	
Postal Address:	
Telephone:	
Mobile Phone:	
Email Address:	
Fax:	
Contact Name:	
Australian Business Number (ABN):	

Run Capacity Request

Current assessed run capacity: _____ (number of runs - *in numerals*)

Requested total run capacity: _____ (being _____ runs in addition to the current assessed run capacity)

Financial Capacity

Please provide a current signed statement, on official letterhead, from a qualified accountant who has examined your financial records. This statement must report on your financial capacity to operate the number of transport runs that you are seeking to be considered eligible for.

This statement should include reference to your financial capacity to operate transport services, including financial ability to maintain vehicles, remunerate drivers and operate a business. The statement must also clearly state the number of transport vehicles and drivers that you intend to sub-contract and the number of transport vehicles that, according to the accountant's opinion, you can operate.

Additional financial information (including financial statements) may also be sought to assist with the assessment process.

Assisted School Travel Program

Locked Bag 7009, Wollongong East NSW 2520 Telephone: 1300 338 278

Email: generalenquiries.astp@det.nsw.edu.au

Website: education.nsw.gov.au/astp

A sample statement in the form required is provided hereunder:

PUBLIC PRACTISING ACCOUNTANT LETTERHEAD

SUBJECT: Financial Stability and Capacity of: _____

I have examined the financial records of the subject organisation and the requirements of Department of Education in relation to the provision of services under the Assisted School Travel Program.

I confirm that the subject organisation has the financial means to service the Agreement, e.g. cover previous month's expenses, remunerate drivers, maintain vehicles, etc.

The subject organisation has advised me that it intends to sub-contract _____ vehicles and _____ drivers. Taking consideration of the nominated subcontracting arrangements, and the need for the subject organisation to ensure compliance of, and remunerate, its drivers and sub-contractors it is my opinion that the subject organisation has the financial capacity to operate _____ vehicles.

Signed:

(insert Accountant Name, qualifications, Professional Association membership)

Vehicle Details

Please complete one row for each vehicle, including relief vehicles. All vehicles must be air-conditioned, no more than 15 years old, have current engineering certificates (if modified) and meet all other compliance requirements as detailed by the department from time to time. If you have more than 10 vehicles, copy this page as required. If you do not have vehicle/s at time of response submission leave out vehicle registration details, however you must include details of the type of vehicle/s you intend to acquire and how you intend to acquire them.

Vehicle categories are: Sedan, People Mover, Mini Bus, Maxi Bus, Wheelchair 1-3, Wheelchair 4+

See *Department's Classification of Vehicle Categories* page 9 of this document.

						COMPLETE FOR WHEELCHAIR VEHICLES ONLY				
No	Vehicle Registration Number	Vehicle Category	Date of Vehicle Manufacture	Usual Vehicle or Relief Vehicle?	Total no. of Seats <i>(not including driver)</i>	Total no. of Wheelchair Capacity	No. of Additional Seats When Wheelchair Setup <i>(not including driver)</i>	No. of Regular Seating When Not Wheelchair Enabled <i>(not including Driver)</i>	Vehicle Owner	Vehicle Acquisition <i>(Please indicate if the vehicle is currently owned or leased, or how you intend to acquire the vehicle prior to the commencement of a run).</i>
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

Driver Details

Please complete one row for each driver, including relief drivers – you should list all usual drivers first and then list relief drivers. If you have more than 20 drivers, copy this page as required.

Driver Number	Driver's Surname	Driver's First Name	Driver's Former Name (if applicable)	Driver's Date of Birth	Is driver a current Department approved driver? (Yes/No)	If yes, which company was the driver employed with when approved by the Department?	Number of years providing service to the Department?	Number of years providing similar service but not to the Department?
1								
2								
3								
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Sub-Contracting Arrangements

Please provide details of subcontracting arrangements: Note that sub-contract of any service can only be done no more than one level and a Sub-Contractor must be a registered business conducting transport services. Approval to subcontract must be sought through the *Application form to Subcontract Transport Services* form on the ASTP website.

Sub-Contractor Company Name	Sub-Contractor ABN	Sub-Contractor Contact Name	Sub-Contractor Phone Number	Sub-Contractor Address

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Management Capacity

(Required to be addressed for all applications requested to be eligible for more than 5 Runs)

Please provide by way of attachment full details of how you manage your business in the provision of assisted school travel services. Include specific details of your processes and systems under the following broad headings:

1. Management System/s

Include details of your management structure, staff roles and responsibilities, overall systems and processes you use in managing the delivery of transport services. Provide information on electronic data management systems, payroll systems and any details of how you will manage statutory and contractual compliance requirements of the contract.

2. Communication Systems

Include details of systems and strategies for managing communications with all relevant persons regarding assisted school travel services. Communications is not only a direct means via telephone, two way radio or email correspondence, the panel will also assess your company internal communication in respect to team talks regular forums and staff training processes.

3. Fleet Management

Include details of how will you acquire, maintain, manage vehicles used for these services, including management process for the replacement of vehicles when age limits are pending, availability of relief vehicles and maintaining compliance requirements.

4. Human Resource Management

Include details of how you engage and manage personnel to provide the services, including relief personnel and leave arrangements.

5. Subcontracting Arrangements

Include details of subcontractors and your strategies and arrangements for managing subcontractors.

Requests may be further supported by the inclusion of copies of documents used within your organisation to manage the provision of these services.



Compliance with Statutory and Contractual Requirements

Statement by Eligible Service Provider:

I hereby submit this Request for Increased Run Capacity for transport services to the Department of Education Assisted School Travel Program.

I acknowledge that the statutory and compliance requirements for the delivery of transport services for the Department of Education Assisted School Travel Program are applicable to the delivery of all services provided by me to the Program.

I affirm the information given in this Request is correct:

Signed on behalf of:

Print Name of Eligible Service Provider (Trading Name)

Print Name and Title of Authorised person

(Signature of Authorised person)

(Date)

Department's Classification of Vehicle Categories

The department has determined the definition of vehicle categories. There are six categories defined by the department and the vehicle category will be allocated to the run. The definition as determined by the department will be the basis of the category payment.

Sedan

- Seating up to four passengers. The vehicle must have a fixed roof, four doors to allow passengers access, have working child proof door locks and be fitted with a functioning air conditioning.
- The departmental rate applicable to a sedan is based upon it being designed for the transport of one up to a maximum of four passengers.

People Mover

- Seating 5 to 7 passengers. The vehicle must have a fixed roof, four doors to allow passengers access, have working child proof door locks and be fitted with a functioning air conditioning.
- Examples of types of vehicles matching this category include Toyota Tarago, Kia Carnival, Kia Rondo, Chrysler Grant, Voyager Renault, Grand Scenic, Volkswagen Caddy, Maxi Life, Volkswagen Multi Van, Citroen Grand C4 Picasso, Mercedes- Benz R Class

Mini Bus

- A vehicle built to seat 8 to 12 passengers. The vehicle must have a fixed roof, four doors to allow passengers access, have working child proof door locks and be fitted with a functioning air conditioning.
- Examples of types of vehicles matching this category include Toyota Hi Ace, Ford Transit, Volkswagen Transporter, Fiat Ducato II.

Maxi Bus

- A vehicle built to seat 13 or more passengers. The vehicle must have a fixed roof, four doors to allow passengers access, have working child proof door locks and be fitted with a functioning air conditioning.
- Examples of types of vehicles matching this category include Toyota Coaster and Mitsubishi Rosa.

Wheel Chair Vehicle 1-3

- A vehicle built to carry from one to a maximum of three passengers in wheelchairs.
- The modification to this vehicle category must comply with Australian/New Zealand Standard™ AS/NZS 10542.1:2009 Technical systems and aids for disabled or handicapped persons - Wheelchair tie down and occupant-restraint systems and test methods for all systems or such other standards issued in replacement of the above from time to time.
- A wheelchair vehicle 1-3 may be fitted with additional seats to carry passengers that do not travel in a wheel chair.

- The vehicle must have a fixed roof, four doors to allow passengers access, have working child proof door locks and be fitted with dual functioning air conditioning.
- The department has classified this vehicle to transport up to three students in wheelchairs or a combination of wheelchair and seated students up to the capacity of the vehicle.

Wheel Chair Vehicle 4+

- A wheelchair vehicle 4+ must comply with all the same requirements as a Wheelchair 1-3.
- The department has classified this vehicle to transport 4 or more students in wheelchairs and if addition seating exists on the vehicle the department may allocate seated students up to the capacity of the vehicle.