

Change in vehicle details

This form is for contractors to notify the Assisted School Travel Program (ASTP) of changes in vehicle details on runs.

Please ensure up-to-date insurance and registration policies are provided within 7 days after the commencement date and within 7 days of the anniversary renewal date. Periodic audits are conducted by the ASTP.

Email this completed form with all documents attached as a single PDF to contractors.astp@det.nsw.edu.au

CONTRACTOR DETAILS

Title: _____ First name: _____ Last name: _____

Entity name: _____

Trading name: _____

Australian Business Number (ABN): _____

VEHICLE CHANGES – *Attach a spreadsheet if required*

Run no: _____ Start date: _____ End date: _____

Registration: _____ Make: _____ Model: _____

Reason: _____

Run no: _____ Start date: _____ End Date: _____

Registration: _____ Make: _____ Model: _____

Reason: _____

Run no: _____ Start date: _____ End Date: _____

Registration: _____ Make: _____ Model: _____

Reason: _____

CHECKLIST – *To be completed by the contractor*

- Copy of the registration, insurance papers and engineering certificates for modified vehicles
- Registration is 'business use' or 'hand use'
- [Consent to vehicle checks and disclosure of information form](#)

Signature: _____ Date: _____