

# Assisted School Travel Program

Reviewed: 13/11/2020    Next Review: August 2021

<b>NSW Department of Education Policy, Procedure or Guidelines</b>	<p>The following department policies and relevant documents can be accessed from the department's <a href="#">website</a>;</p> <ul style="list-style-type: none"> <li>• <a href="#">Assisted School Travel Program at school students with Disability Policy</a></li> <li>• <a href="#">Assisted School Travel Program Guidelines</a></li> </ul>
<b>School Policy or Procedure (where applicable)</b>	<ul style="list-style-type: none"> <li>• <a href="#">Professional Learning for Personalised Learning</a></li> <li>• <a href="#">Variation of Transport Form</a></li> <li>• <a href="#">Assisted School Travel Forms</a></li> <li>• <a href="#">ASTP &amp; NDIS Information for Parents</a></li> </ul>
<b>Other Relevant Legislation and Regulation/s</b>	

## Introduction

The department manages the Assisted School Travel Program through the efficient and effective procurement, co-ordination and management of travel support services for eligible school students with identified disability to travel to and from school. The Assisted School Travel Program (ASTP) plays a significant role in meeting the needs of eligible students with disability by providing free specialised transport to and from school where parents and carers are unable to provide or arrange transport for the student either fully or in part.

## Professional Development of Staff

The Nominated Supervisor will ensure:

- The student is eligible to apply and meets the eligibility
- An assessment of the individual student support needs.
- Ensure annual review of students' travel support needs and ongoing eligibility for access to the ASTP.

## Procedure

### Step 1: School and parents complete necessary forms

- Assess whether your child may be eligible for assisted school travel
- Download and complete the application, variation or change request form
- Provide supporting documentation:
  - Formal advice of student placement (government schools only) Letter of Offer-

- Evidence of enrolment in support class- Form D
- Disability confirmation sheet- DCS
- Employment details including hours of work, start and finish times
- Medical certificates (where applicable)
- Parent TAFE or university timetable (where applicable)
- Risk management, behaviour and or health care plans (where applicable)
- Other relevant information e.g. mechanical reports, licence suspensions, court orders (where applicable)

**Step 2: School principal makes recommendation**

School submits completed application with supporting documentation to the ASTP

**Step 3: ASTP Central Processing team**

- checks all documents are included
- checks all details are provided
- contacts parents to conduct a phone interview with follow-up information (ASTP's phone number will appear as a private number)

**Step 4: Assessment and decision**

Application sent to ASTP Logistics and Education teams for assessment and decision

**Step 5: Notify outcome**

Application: parent advised by letter, and if approved, the school sent an updated run card.  
Variation/change request: school advised.

1. Parents/Cares are required to make a written request stating the reasons they require the service.
2. An application form will be sent (including the identified reasons) to the Assisted School Travel Program business unit. If approved, students are transported by bus or taxi (whichever is more appropriate).
3. Parents/carers need to apply for any changes to pick up or drop off addresses. This can happen when students go into respite care.
4. Parents/carers need to contact the taxi company or the bus company if their child is sick, or if transport is not required for any reason.
5. At the student's annual review meeting the Assisted school travel program will be evaluated for a student to still be eligible for the program.

At the end of each year the Assisted School Travel Program business unit will require the school to complete a Rollover process for the following calendar year.

Nominated staff member will verify the taxi schedule of absences.