

## **INFORMATION RE ATSOs UNDER THE ASSISTED SCHOOL TRAVEL PROGRAM**

Dear Applicant,

Lawleys Transport are contractors for the Department of Education providing transport to and from school for special needs children under the Department's 'Assisted School Travel Program' (ASTP). We are currently sourcing applicants for the role of Assisted Travel Support Officer (ATSO) for casual relief work

### **ASSISTED TRAVEL SUPPORT OFFICER**

Students on 40% of our school runs require extra support during transport which is provided by Assisted Travel Support Officers (ATSO's). ATSOs are employed through the Department of Education on a temporary basis during the school year. An ATSO will work with the school, parents, contractors and drivers to provide a high level of supervision for students when on transport.

ASTP facilitates mandatory training in Child Protection, Code of Conduct, Anaphylaxis, eEmergency care and cardiopulmonary resuscitation (CPR). Schools also provide individual training and briefings on the specific travel support needs of students on transport.

**ATSOs must be 18 years of age, physically able, have good communication skills, be respectful and understanding of students with disability, and be able to work collaboratively with others.**

Generally, ATSO's are picked up and dropped off at their home, or a mutual pick up point.

For more information about the role, please visit the Department of Education website <https://education.nsw.gov.au/public-schools/astp/atsos/working-with-astp>

### **AVAILABLE WORK**

Applicants who receive a 'clearance' from the Department are not guaranteed work however it is anticipated that relief/casual opportunities will become available throughout the year.

You must be available to work at short notice, every day of the school year.

Once approved by the ASTP, ATSOs name, suburb and contact details are sent to all ASTP contractors weekly, allowing contractors to offer work to all available ATSOs.



### **REMUNERATION**

ATSOs are employed by the Department of Education and are paid fortnightly at a casual rate for the hours worked.

### **APPLICATION**

Before anyone can commence work as a ATSO they must be approved by the Assisted School Transport Program.

### **ESSENTIAL REQUIREMENTS**

- 'Working With Children Check' from the Commission for Children and Young Persons which is obtained at the applicants expense (\$80) is valid for 5 years and allows the applicant, once approved, to work in ANY child related employment for any organization in NSW.
- Crimtrac Criminal Record Check (no cost to the applicant) and included in package.
- A desire to work with special needs children.
- Good written and verbal communication skills including adequate English language skills.
- Mobile phone and the ability to send and receive text messages.
- Confidential access to email and a general knowledge of working with computers/internet.
- Available to work at short notice on school days

*If you are interested in applying to be approved as an ATSO please reply to this email and we will forward the application package.*

Thank you for your inquiry

Mark Lawley  
Recruitment Officer  
Lawley's Transport

