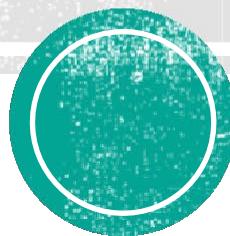


DRIVER HANDBOOK

2024
version 2



Lawley's
TRANSPORT PTY LTD



name:

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WHAT IS THE ASSISTED SCHOOL TRAVEL PROGRAM?

- The 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.
- The program provides around 3,000 individual transport services daily through contracted service providers such as Lawley's Transport, free of charge to approximately 10,800 students across NSW.





- Lawleys Transport aims to provide outstanding, safe and reliable transport to and from school for students under the Assisted School Travel Program.

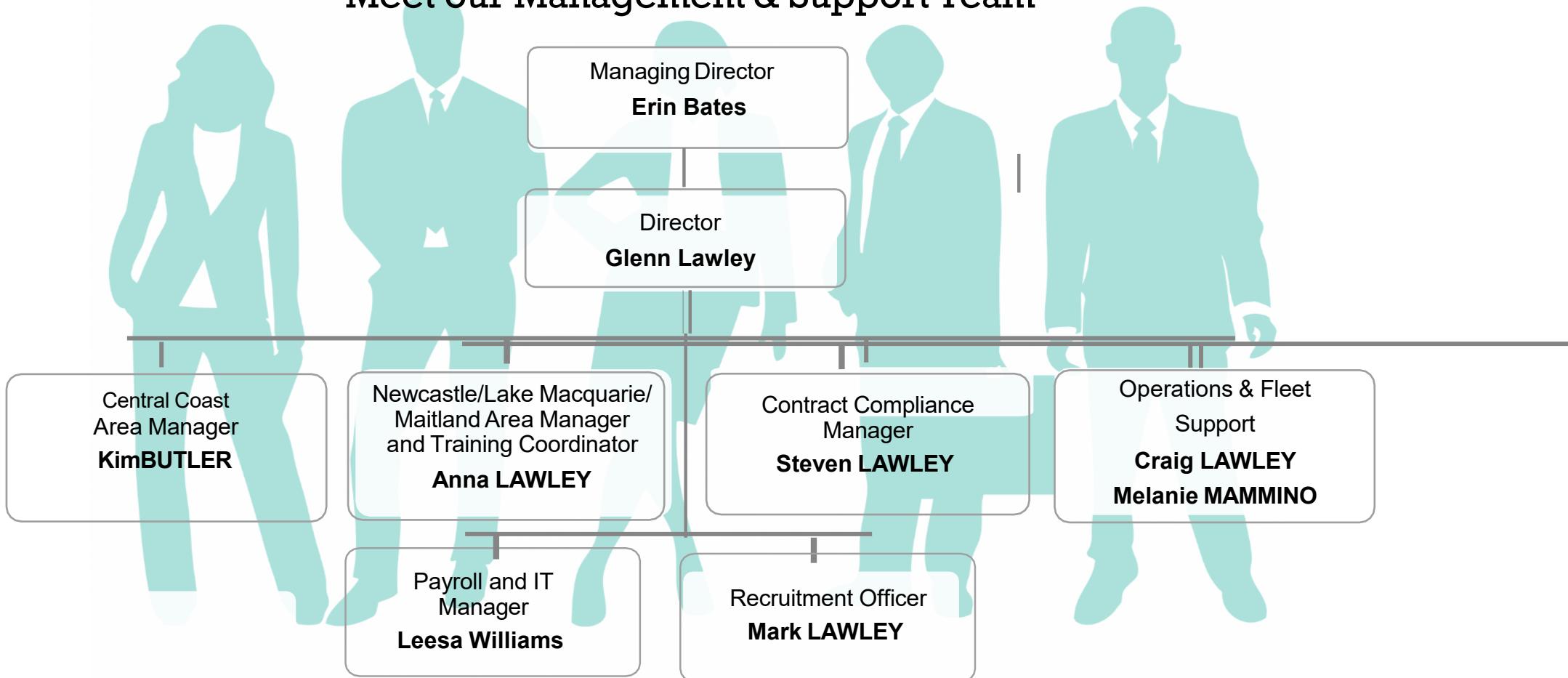


Our service is guided by our commitment to:

- Safety – for our clients and our employees.
- Excellence – in our vehicle quality and our procedures.
- Reliability – in our drivers and vehicle condition.
- Respect - and inclusion for all people.

LAWLEYS TRANSPORT TEAM

Meet our Management & Support Team



IMPORTANT CONTACTS

Supervisor Central Coast

Kim Butler 0434-677921.

Email:manager@lawleystransport.com.au

Supervisor Newcastle, Lake Macquarie, Maitland

Anna Lawley 0457-002523

Email:newcastle@lawleystransport.com.au

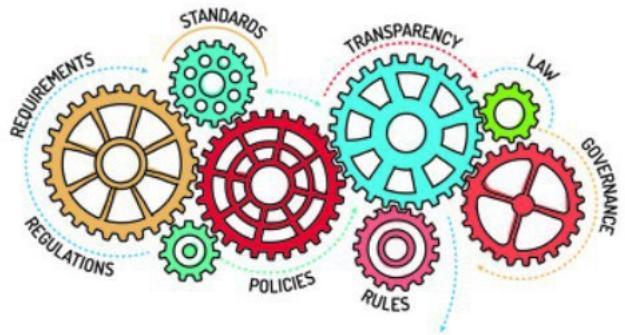
Fleet Manager

Email:fleetmanager@lawleystransport.com.au

Payroll... Leesa Williams

Email:payroll@lawleystransport.com.au

ASTP – 1300 338 278



COMPLIANCE

Lawleys Transport Pty Ltd is bound by the Department of Education & Communities, Code of Conduct, as it applies to Assisted School Transport Program Contractors

COMPLIANCE

As a driver engaged by Lawley's Transport you are bound to follow the rules and guidelines set out in this handbook. These rules may fall under Australian Federal Law, ie: road rules, or the Code of Conduct.

A copy of the Code of Conduct is available in our office or on the NSW Department of Education & Communities website at, www.dec.nsw.gov.au/about-us/code-of-conduct

Why should I follow the rules?

The safe transport of all students, as well as the safety of drivers and ATSOs is always of highest importance to Lawley's Transport.

Following the rules makes sure the transport of over 450 students runs smoothly every day.

It ensures our vehicles are always clean, working at peak performance and are professionally maintained.

It is against the law to disobey any road rules, including speeding and no parking signs. You will be responsible for any resulting fines and demerit points.

Drivers found in breach of any rules and guidelines set out in this handbook or those given to you by a supervisor could result in disciplinary action or being removed from a run.

CHILD PROTECTION LAWS

There are many **REPORTABLE CONDUCTS that you must be aware of, such as;**

- Making contact, by telephone, writing or in person, with a student outside of travelling times.
- Having sexual relations with students.
- Possessing, computer downloading or distributing child pornography.
- Deliberately exposing a student to the sexual behaviour of others including pornography.
- Conversing about sexual matters including telling jokes of a sexual nature.
- Making sexual suggestive remarks, actions or obscene gestures.
- Touching of students inappropriately.
- Using unnecessary force to make physical contact with a student as a prompt for a verbal instruction or to force compliance
- Engaging in any conversation with passengers that may be considered inappropriate. This includes swearing and questioning children about aspects of their home life.
- Shouting angrily at students to intimidate them

CHILD PROTECTION LAWS CONT.

- Commenting to or about students on the basis of disability, gender, sexuality, culture or racial stereotypes.
- Removing a student from the vehicle during the journey or hitting them as a disciplinary measure.
- Threatening students with physical harm.
- Humiliating a student as an example to other students.
- Students are not to be restrained without approval, eg using belt buckle covers or harnesses.
- **Giving gifts of any kind to students, including lollies and drinks unless approved by the Principal.**
- Giving alcohol or drugs to students or encouraging or condoning the use of alcohol or drugs by students.
- Consuming alcohol or being affected by alcohol while performing duties as a Driver or ASTO.
- **Not delivering students to an approved supervised address attended by nominated responsible adult.**
- Not ensuring the safety of students while entering, travelling in and exiting from the vehicle.

CHILD PROTECTION LAWS CONT.

Some conduct is considered reasonable when the purpose is to provide for behavior or health care needs of students in accordance with and approved behavior or health care support plan and following appropriate training.

- If issues arise involving the behavior of a student which may impact on the safety or wellbeing of other students, seek assistance from the student's school. (Also advise us so that we can liaise with ASTP)
- Ask the student, parent or carer or the school what assistance the Student with Disabilities needs.

Protecting **children** is
EVERYBODY'S
BUSINESS

WORKING WITH CHILDREN CHECK

WHAT TRIGGERS A RISK ASSESSMENT?

- An offence listed in Schedule 1 of the Child Protection (WorkingWith Children) Act 2012.
- A pattern of behavior or offences involving violence or sexual misconduct that represents a potential risk to children.
- Findings of misconduct reported by a reporting body.
- Notification by the ombudsman.



STUDENT SAFETY

The number one concern at Lawley's Transport is the safety of students. While conducting your school run you **MUST**

FOLLOW ALL RULES REGARDING CHILD PROTECTION LAWS.

Follow the run card exactly as it is written.

Unless you are otherwise advised directly by your supervisor or the ASTP. There are no excuses.

Do not allow any unauthorised persons in the vehicle.

This includes parents/carers, siblings, or any person not approved.

Ensure the child locks, which are fitted to all vehicles except minibuses, are engaged.

You can find the child lock inside the door of the vehicle.

These locks must be engaged to ensure students can not exit the vehicle without an adult present and assisting.



STUDENT SAFETY CONT.

The number one concern at Lawley's Transport is the safety of students. While conducting your school run you **MUST**

Place all school bags must be in the boot.

Students should not have access to any bags, food, drink or other objects in the vehicle that are not included on their transport requirements or behaviour/medical plan.

Bags should be placed in the boot by the driver or parent/carer. Students must not go behind the vehicle.

Assist the student in or out of the car.

Check there are no trip hazards (close gutters or holes etc.) and ensure the student can enter or exit the vehicle safely. It is your responsibility as the driver to know that everyone is in or out of the vehicle safely and it is ok to drive away.

No Smoking.

Drivers are never to smoke in or near vehicles, school grounds, or student's houses.

STUDENT SAFETY CONT.

The number one concern at Lawley's Transport is the safety of students. While conducting your school run you **MUST**

Turn off the engine and remove the keys. AT EVERY PICKUP AND DROP OFF

Every time you exit the vehicle to pick up or drop off a student you must make sure you do not leave the vehicle running and that you can not get locked out. Students may jump into the driver's seat and locked the vehicle (with the keys in the ignition)

Not allow food or drink in the vehicle.

Food and drink can be a chocking hazard and drivers must be keeping their eyes on the road.

Booster seats must be used for all children under the age of 7 years old.

All car seats used in the vehicle must be approved on the run card. If they have a car seat that isn't approved, the student can not travel in the seat until it is amended. This may mean they can not travel

For Saftey instructions on Loading and Unloading Wheelchairs please see appendix .

WORKPLACE HEALTH AND SAFETY

It is important to us at Lawley's Transport that all our employees are able to work in a safe environment. The following rules are put in place to ensure your safety.

High Visibility Vests are to be worn while employed on school run.

This is non – negotiable. Not only does your vest keep you visible in and around the car, it assists teachers and parents to recognise drivers



Daily Vehicle Inspections.

The inspection ensures you are driving in a mechanically safe and clean car.

Flipping Car Seats Forward in People movers.

Keep one hand on the head of the seat while using the other to pull the lever to flip the seat forward. Keep your head clear of the seat at all times.

Immediately report to us all incidents which may affect the safety conditions of your job.

LAWLEY'S TRANSPORT PTY LTD

WORKPLACE HEALTH AND SAFETY POLICY

Our organisation is committed to Workplace Health and Safety (WHS) in the workplace. The workplace includes: all our school run vehicles, schools and our offices.

- All School Run Drivers are covered by Workers Compensation Insurance as required by law.
- All WHS incidents and/or injuries must be reported as soon as possible to your Area Manager.
- Everyone working for our organisation is responsible for safety and must take action to ensure they have a safe work environment.
- All vehicles will be inspected and maintained in accordance with our Vehicle Assurance Plan (VAP) which meets or exceeds the requirements of the NSW Roads and Maritime Services standards for Public Passenger Vehicles.
- All drivers and employees are invited to provide WHS suggestions in the WHS Suggestion book by forwarding a Suggestion form.
- Discrimination or Sexual Harassment will not be tolerated by Lawley's Transport.

LAWLEY'S TRANSPORT PTY LTD

WORKPLACE HEALTH AND SAFETY POLICY

DRUG AND ALCOHOL TESTING

DRIVERS MUST NEVER WORK UNDER THE INFLUENCE OF DRUGS OR ALCOHOL

- Drug and Alcohol Testing is now standard practice in transport companies as well as many other workplaces with critical safety issues.
- Drivers are chosen at random for testing by TDDA. You may be tested more than once, or not at all. The process is discrete, quick, and compulsory.

DISCRIMINATION AND SEXUAL HARRASMENT

Lawley's transport will not tolerate discrimination or sexual harassment by our employees.

Any report from an employee regarding discrimination or harassment of any kind will be taken very seriously and investigated.

MANAGING FATIGUE

As a Driver you may be driving for periods of time in both the morning and afternoon. Driving can be very tiring and it is important that you prevent becoming fatigued as this can be dangerous or even fatal. You may fall asleep at the wheel or simply loose concentration.

Fatigue is one of the most common contributing factors to motor accidents.

Some tips for avoiding fatigue are:

- Take Regular amounts of sleep – don't burn the candle at both ends.
- If you feel fatigued ensure you have rest between trips.
- Don't drive if you are taking medications that specifically prohibit driving – read the labels carefully.
- Take exercise to help you get fitter – you are less likely to get fatigued.

MANAGING FATIGUE CONT. . .

Some signs of fatigue are:

Restlessness

Boredom

Lazy steering

Aches and Pains

Sore and Tired eyes



Take action before there is a danger of an accident caused by fatigue.

SAFE LIFTING

As an ASTP Driver you are involved in periods of sitting. This is not good for your back, so when possible do gentle stretches.

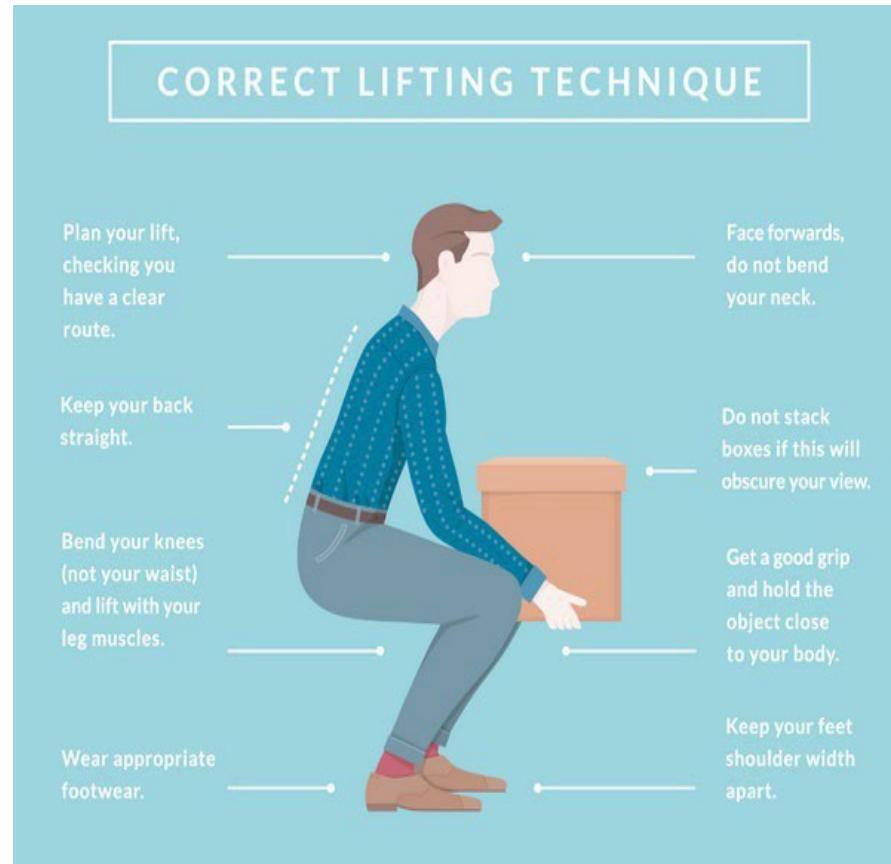
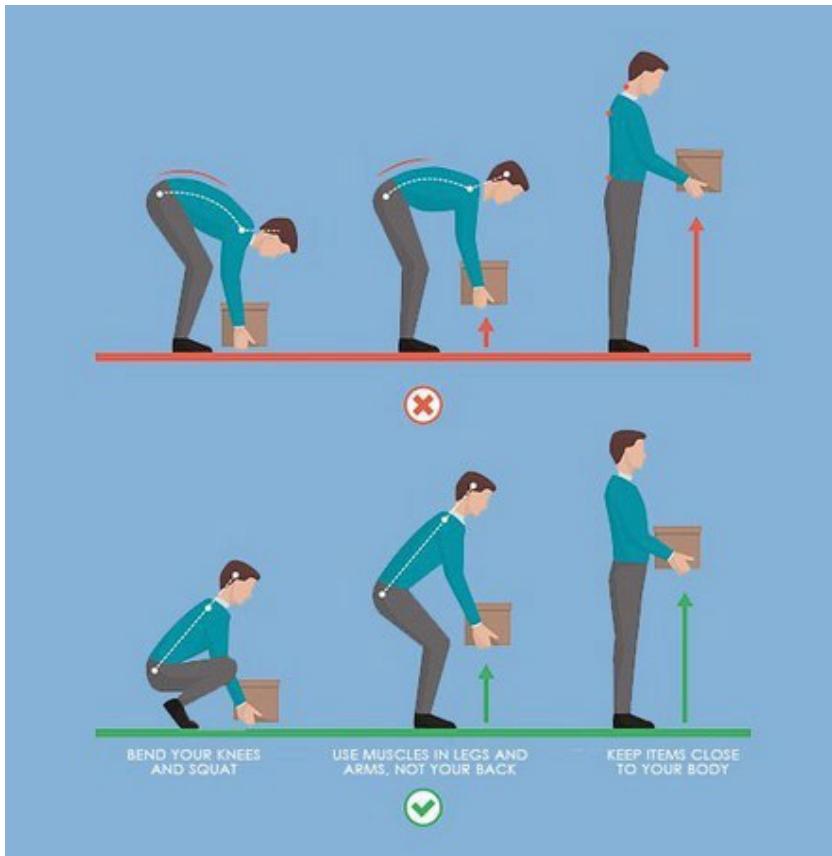
One major source of back injuries is lifting incorrectly. As an ASTP Driver you may be asked to assist in placing students in vehicles. This is not common and at this stage none of our runs involve lifting students.

For Safety instructions on Loading and Unloading Wheelchairs please see appendix .

You may need to place school bags or other things in the boot of the vehicle. Some useful tips re lifting are;

- Never twist as you lift or carry, always turn your whole body.
- Never attempt to lift a load that is too heavy or too large. Always test the weight of the load before lifting. Sometimes a bag maybe overweight and you cannot tell by just looking at it.
- Always lift loads close to your body and lift from your knees.
- Exercise is suggested to keep fit.
- Always seek professional health advice if you have any back problems
- If required seek professional training and advice on your lifting.

SAFE LIFTING cont...





JOB PROCEDURES.

The following instructions for Drivers will ensure that you are completing your daily duties in a safe and correct manner.

DRIVER DUTIES

As a driver employed by Lawley's Transport you must...

- Keep your vehicle clean.
- Have sufficient fuel - always use Shell service stations where possible.
- Inspect your vehicle on a daily basis with the checklist provided
- Report any vehicle concerns to the appropriate contact.
- Lock your vehicle at all times between runs or if you walk away (service station, school office).
- Ensure you have the appropriate emergency cards, fuel card, first aid kit and Epi pen on board.
- Remove the EPI PEN from the vehicle and take inside in between runs.
- Keep the current run card with you in the vehicle during your school run.
- Keep the run card confidential - Take it out of the car when you finish your run.
- Comply with ALL the rules and guidelines when conducting your run
- Report any incidents of concern to your supervisor
- Report any emergencies to your Supervisor immediately – after dialing 000 if required.
- Attend annual driver re-training.
- Do not smoke in or near vehicles, school grounds, or student's houses.

ASSISTED TRAVEL SUPPORT OFFICER

What is an ATSO's duties

- If a School identifies that a Student requires an ATSO the school submits an application to the ASTP
- Under **no** circumstances should the Student (if allocated to an ATSO) travel without an ATSO in the vehicle.
- ATSOs are allocated to a particular Student/s on a run and must sit where they can have visual contact and are able to reach them. ATSOs should not sit in the front seat.
- ATSOs **should not** be given access to the confidential run card or contact information for students.
- Schools will provide health care or behavior management plan for students who have an ATSO
- ATSOs are **required** to wear a Hi-Vis Vest provided by DEC
- ATSOs are employed by the DEC. They are not employees of Lawley's Transport.
- ATSOs are to be picked up and dropped off before/after their students have left the vehicle. You must not make any other stops while the ATSO is on board.



COMPANY VEHICLES.

Vehicles are only to be used for Lawley's Transport business purposes. They must not be used for private use.

USE OF COMPANY VEHICLE

ONLY APPROVED LAWLEY'S TRANSPORT VEHICLES ARE TO BE USED FOR SCHOOL RUNS.

VEHICLES ARE FOR LAWLEY'S TRANSPORT BUSINESS PURPOSES ONLY.

Fuel

- Vehicles must have sufficient fuel for your whole school run. Refuel as required using the fleet card allocated to your vehicle.
- The preferred fuel type for PETROL vehicles is 'Unleaded 91' E10 should only be used when 'Unleaded 91' is not available
- Fleet cards should be used at Shell Service Stations or Coles Express Service Stations where possible.
- There is no pin number but the odometer must be entered every time the vehicle is refuelled.

Change over of vehicles.

- At times you will need to change over vehicles in the fleet. Make sure you take all personal and student belongings out of the vehicle, including run folder, EPI PEN and key fob, any harness or buckle cover, certificates or stickers needed for your student.
- DO NOT REMOVE THE FLEET CARD, EMERGENCY CARDS OR FIRST AID KIT.

VEHICLE INSPECTION



To satisfy our contractual requirements with the Department of Education we need not only to have a set **Inspection Program**, we also need to **record** that program.

The standard of the **Inspection Program** has to be the same as applies to taxis, hire cars, buses, trains and ferries. In other words, all vehicles used to transport people for hire.

We have put together a pretty simple program of things to check Daily (**D**) and things to check when refueling (**F**). I have included '**W**' for when the vehicle is washed as this is a type of Inspection of the body and interior during cleaning. (There are no extra checklist items for **W** (Wash) inspection).

If you find an urgent fault that prevents you from completing your run, notify your supervisor immediately with a phone call.

Any non-urgent faults are detected please send an email to: fleetmanager@lawleystransport.com.au. Please do not ring your supervisor or anyone else with minor non-urgent faults, please always report via email to fleet manager.

ALL fault reports are logged and attended to on a triage basis. Some minor issues may be attended to at the next service.

DRIVERS ARE TO KEEP THEIR VEHICLE CLEAN AND TIDY AT ALL TIMES.

DAILY

External	Internal
Tyres, body condition (Noting any unreported damage)	Run Folder
Child proof locks working (where fitted)	Current Run Card
	CARDS, Yellow, White, Blue.
	First Aid Kit & EPI PEN
	Mobile Phone
	Drivers License
On starting engine check	
GPS Sounds	Reverse Camera Working (where fitted)
All dash lights go out	Washers / Wipers
Park Brake	Foot Brake

FUEL DAY

Description	Description
Check all doors & window working	Check fluid levels under bonnet
Check all lights (in particular brake, indicators, reversing)	Check ground under vehicle for leaks
	Check child restraint anchor points
	Check child proof locks working

FIRST AID AND EPI PENS

ALL DRIVERS ARE TRAINED IN FIRST AID - and are required to refresh their **CPR/Anaphylaxis** yearly and their **Senior First Aid** every 3 years.



If you are required to perform first aid, please refer to your training and call emergency services if required.

It is compulsory that an EPI PEN is to be carried in the vehicle on all school runs. These can not be kept in the vehicle, because they can be damaged in the heat.

EPI PENS MUST BE KEPT OUT OF REACH OF ALL STUDENTS

All drivers with a school run are issued an EPI PEN for that run. If a relief driver or new driver is taking over the run, the driver must ensure they have the/an EPI PEN for that run.

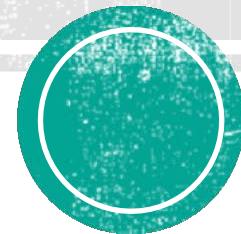
DRIVERS MUST TAKE THEIR EPI PEN OUT OF THE VEHILCE IN BETWEEN EVERY RUN AND STORE INSIDE. DO NOT PLACE IN THE FRIDGE.

FIRST AID KITS HAVE BEEN PLACED IN EVERY VEHICLE AND MUST REMAIN THERE.



COMPLETING THE SCHOOL RUN.

During your school run you are to comply with the rules and regulations set out in this manual.



PREPARING FOR THE SCHOOL RUN.

Drivers must and vehicles must be prepared for each school run

Please carry with you:

- ✓ Your Drivers Licence
- ✓ Mobile Phone – connected to the blue tooth or with a hands-free kit where available. No driver is expected to use their phone whilst driving.
- ✓ **Wear** your Hi-Vis Vest

Before you start the Run please check:

- ✓ The vehicle is clean and roadworthy and has sufficient fuel
- ✓ There is a **Yellow** Emergency Actions, **White** Emergency Situations & **Blue** Procedures Card on board
- ✓ You have the EPI PEN with you
- ✓ The current run card and any behavior or medical plan is on board.
- ✓ The Vehicle fuel card allocated to the Vehicle is available.
- ✓ Any ASTP approved booster or child seats are correctly secured in the vehicle
- ✓ There are no items left laying around the Vehicle that Students may be able to get.

REMEMBER!

- Daily Vehicle inspection **MUST** be conducted. (Do not just tick the box).
- Do not drive into private property.
- Do not blow the horn.
- Driver must exit the vehicle and assist every student entering and exiting the car. Always turn off the engine and keep the keys with you.
- All bags must be placed in the boot of the car.
- Child locks **MUST** be engaged where fitted.
- Students are not permitted to have food/drink in the vehicle.
- Visual contact with a parent/carer must be made at pick up and drop off (**If there is no parent/carer home in the afternoons contact the ASTP immediately on 1300 338 278 for direction**).
- Vehicle is only to be used for school run purposes. - No shopping or stops on the way home.
- Do not make any unauthorized stops during the school run.
- Do not smoke in or near vehicles, school grounds, or student's houses.
- Any non-urgent vehicle issues must be reported to fleetmanager@lawleystransport.com.au
- Any **urgent vehicle issues** that prevent you continuing your run must be reported to your supervisor immediately with a phone call.



PICK UP PROCEDURES

- Always confirm the students who are approved to travel to school on your run card for the day.
- Only transport students to and from the address/s approved for each trip.
- Make sure you have sufficient fuel before picking up your ATSO or your first student.
- Drive directly to the first student's address so you are there at the agreed time.

Parents/carers have been advised that they must be present, or arrange for another nominated responsible adult to be present at the agreed pick-up and drop-off times for the Students and for a 15 minute period either side to take account of traffic variations.

- Pull up in a safe and legal place and place school bags in the boot. Then assist the student into the car ensuring the child locks are engaged (all it takes is a quick glance). **DO NOT ENTER PRIVATE PROPERTY**
- Take the shortest practical route to each student's address and then to school. (**Furthest student first**). Students are listed in pick up order on your app.
- In the morning, if a Student is not ready at the agreed time, Drivers are advised to wait a **maximum of 3 minutes** before proceeding to the next location – you must call the parent after the 3 minutes before leaving. **Do not blow the horn**. If no one comes to the vehicle, please advise your supervisor after the school run by email
- If a student comes to the vehicle and there is no parent/carer present you must call the ASTP for advice.

DROP OFF PROCEDURES

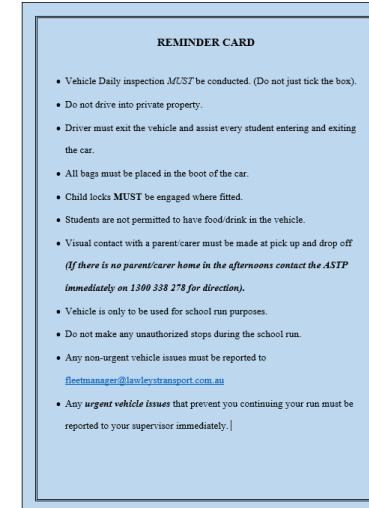
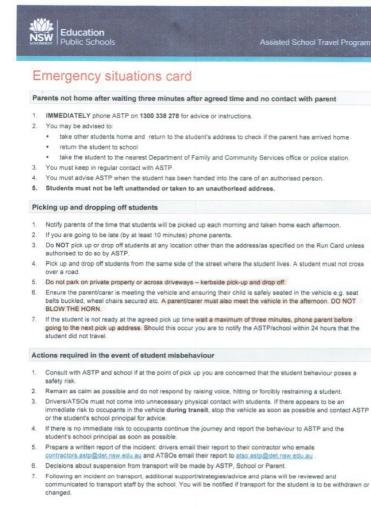
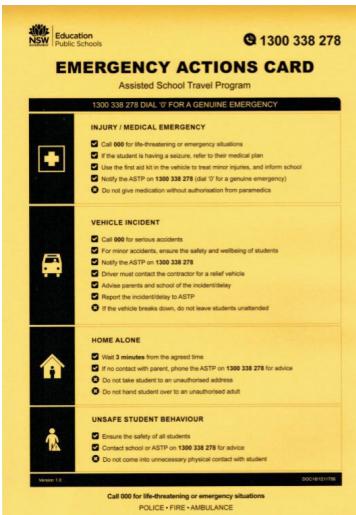
- Always confirm the students who are approved to travel home on your run card for the day.
- Only transport students to and from the address/s approved for each trip.
- Make sure you have sufficient fuel before picking up your ATSO or getting to school.
- Drive directly to the school and be there by the time on the run card.

Parents/carers have been advised that they must be present, or arrange for another nominated responsible adult to be present at the agreed pick-up and drop-off times for the Students and for a 15 minute period either side to take account of traffic variations.

- Pull up in a safe and legal place and place school bags in the boot. Then assist the students to the car ensuring the child locks are engaged (all it takes is a quick glance). **DO NOT ENTER PRIVATE PROPERTY**
- Take the shortest practical route to each student's address (**closest student first**). Students are listed in pick up order on your app.
- **Wait for visual contact of a parent or carer before you allow the student to alight from the vehicle.**
- In the afternoon if there is no parent/carer present, Drivers must **contact the ASTP IMMEDIATELY on 1300-338278 and wait for advice. DO NOT EVER LEAVE A STUDENT UNATTENDED.**

EMERGENCIES

- All drivers must have copies of the yellow and white emergency action cards. These will give you full instructions of what to do in a medical emergency, vehicle accident, Home alone issue or any unsafe student behaviour.
- Drivers must also have a blue card for vehicle inspection instructions, and daily reminders



IN CASE OF EMERGENCY

Seizure or Serious Injury/Illness to a Student

- Call **000** IMMEDIATELY advise them of the problem & location
- Use your First Aid Training where possible
- If the student is having a seizure, refer to their medical plan
- For minor injuries, use your first aid kit and inform the school
- Notify your supervisor ASAP and they will contact the ASTP for you
- **DO NOT** give medication without authorization from paramedics.

An Accident

- Call **000** IMMEDIATELY for serious accidents.
- For minor accidents, ensure the safety and wellbeing of students.
- Notify your supervisor ASAP and they will contact the ASTP for you
- Contact your supervisor for a replacement vehicle
- Advise parents and school of the incident/delay
- Provide a written report via email on the accident within **24 hours** Lawleys Transport
- **DO NOT** leave students unattended.

IN THE EVENT OF

An Incident with a Student

- **DO NOT** come in contact with a Student
- Remain **calm**, do not respond to poor behavior in a physical manner – **no** hitting
- Continue the journey if occupants **are not** at risk
- Provide a written report via email on the incident to your supervisor at Lawleys Transport ASAP
- **If Occupants of the vehicle are at risk:**
 - **STOP** the Vehicle and then
 - Call ASTP – **1300-338278**
 - Call the School Principal of the Student involved in the incident
 - Call your supervisor
 - Provide a written report via email on the incident to your supervisor at Lawleys Transport ASAP

IN THE EVENT OF

A complaint received in relation to a Driver

- Complaints – recorded, reported, investigated, determined and action taken or counselling/training implemented
- Three Warning System – however in serious cases drivers should expect to have their employment terminated
- Possible outcomes – caution/reprimand, warning, suspension, removal from School Run, dismissal, reporting to authorities
- Complaints against employees can impact the contract Lawleys Transport has with DEC

A breach of contractual terms & conditions by Lawleys Transport

- Restricted access to DET
- Termination of Services
- Termination of Contract
- No work for casual staff

READING THE RUN CARD.

The Run Card issued by the ASTP is to be followed exactly as written.

Vehicle Type (is the vehicle type used on the run)

Period the vehicle will be assigned to the run

NSW Education Public Schools

Run Card (Run No 11111)

Vehicle pay rate (is the rate you will be paid)

Driver details

Assisted Travel Support Officer details

School details

Dates transport is to be provided for the students listed

Operator Name : Assisted School Travel Program
Operator Address : Locked Bag 7009, WOLLONGONG EAST 2520
Home Phone No : 1300 338 278
Email : generalenquiries.astp@det.nsw.edu.au

Vehicle : Rego No: BB666BP Make: Toyota Model: Commuter No. Seats: 15 W/C Spaces: 0 Hoist: N Ramp: N
Pay Rate: \$1000.00
Type: Minibus Start Date: 20/01/17 End Date: 10/12/17

Driver: Name: Bob M Address: 60 Town Cr FORESTVILLE 2087 Phone No: 1300 338 278 Mobile No: 1300 338 278

ATSO: Name: Gary R Address: 101 Grafton ST GEORGE NSW 2580 Phone No: 1300 338 278 Mobile No: 1300 338 278

School Details: Assisted School Travel School: Locked Bag 7009 WOLLONGONG EAST 2520 Phone No: 1300 338 278 Fax No: 1300 338 278
Email Address: generalenquiries.astp@det.nsw.edu.au School Code: 0000 SEA: Northern Beaches
School operation times: MON 08:25/15:27 TUE 08:25/15:27 WED 08:25/15:27 THU 08:25/15:27 FRI 08:25/15:27

TRANSPORT REQUIRED: 30/Jan/2017 to 02/Jan/2017

Student Name	Address	Phones	Transport Requirements	Mo	Tu	We	Th	Fr	Car	WC	ATSO	Nespla	D.O.B	File No/ID
Jesse E	Locked bag 7009 NORTHLYDE	1300 338 278		N	-	-	-	-	-	N	08/08/08	5657121222-1112		
John S	Locked bag 7009 BILGOLA PLATEAU 2200	1300 338 278		-	-	-	-	-	-	N	01/12/15	5657121223-1113		
Steph S	Locked bag 7009 GREENACHE 2100	1300 338 278		-	-	-	-	-	-	N	13/12/08	5657121224-1114		

Privacy Notice: The information provided on the Student Transport Run Card is for the purpose of administering ASTP services. This information will also be provided to the student's school, other schools whose students use the same transport run, Roads and Maritime Services, emergency service personnel, and the Department of Family and Community Services for the purposes of assisting in the transport of students. The information will not be provided to any other person without the express written consent of the student. If the student does not consent to the information being provided to the driver shall not, but the prior written consent of the Director, Assisted School Travel Program, release personal information, or provide any statement, in respect of any student. Personal information of students will be held by the ASTP and may be corrected by schools completing a variation form.

Student details

Student transport requirements

Type of ASTP student requires (Behaviour or Medical Needs of Student)

Page 1 of 1

READING YOUR RUN CARD

Your run card contains all the information you need to complete your school run correctly. It contains...

- Student names and contacts
- School name and contacts
- School start and finish times
- ASTP details
- Driver and ATSO names and contacts
- Travel approval
- Student support requirements (ATSO, car seat, wheel chair, harness, etc)

Run cards should be read thoroughly and followed exactly as printed. Any driver that does not follow the run card will be in breach of contract and will be subject to disciplinary action.

EXAMPLE RUN CARD

This is an example of a run card.

Familiarise yourself and consider it your bible.

!!! IMPORTANT!!!
Every page of the run card must be read.

- Sometimes the run box may go over the page.**
- There may be more than one section with different students on each**

DRAFT/TEMP ONLY



Run Card (Run No 10031)

Assisted School Travel Program
1300 338 278 (toll free)
operations.astc@det.nsw.edu.au

Operator Name : Lawley'S Transport Pty Ltd
Operator Address : Po Box 313 Ettalong Beach 2257
Home Phone No : 4341 0466
Email : manager@lawleystransport.com.au

Date : 04/06/2015
Fax : 02 4344 7604
File No : PROJ13/738
Vendor No: 100120349

Vehicle: Rego No: ABC-123	Make: Toyota	Model: Sedan	No. Seats: 4	W/C Spaces: 0	Hoist: N	Ramp: N
		Type:				

Driver: Name: William JONES	Address: 84 Jones St Jonesville	Phone No: 42424242	Mobile No: 0403030303
-----------------------------	---------------------------------	--------------------	-----------------------

ATSO: Name: Harry Williams	Address: 24 Harris St Jonesville	Phone No:	Mobile No: 040303032
----------------------------	----------------------------------	-----------	----------------------

School Details: William Town Public School Address: 64 Tony St, William Town Phone No: 425362561 Fax No: 4243633 Email Address: aksjsd@nsw.gov.au School Code: 8279

School open/close times: MON:08:00/14:05 TUE:08:00/14:05 WED:08:00/14:05 THU:08:00/14:05 FRI:08:00/14:05 SEA: Central Coast

TRANSPORT REQUIRED: 04/May/2015 (Monday) to 08/May/2015 (Friday)

Student Name	Address	Phones	Transport Requirements	Mo	Tu	We	Th	Fr	Car Seat	WC	ATSO	Respite	D.O.B	File No/ID
Tony ALPHA	2 Harris St, Tomsville, 2254	422536376 04032728923	Mother Alice ALPHA	Full	Full	Full	Full	Full		-	-	N	01/01/01	
William WILLIAMS	8 Stray St Tomsville 2254	04032526272		AM	AM	AM	AM	AM		-	B	N	02/02/02	

SCHOOL RUN NUMBER

This number is issued by the ASTP when the run is created. This is the number of the school run you are completing.

ASTP contact details

DRAFT/TEMP ONLY



Run Card (Run No 10031)

Assisted School Travel Program
1300 338 278 (toll free)
operations.astp@det.nsw.edu.au

Operator Name : Lawley'S Transport Pty Ltd
Operator Address : Po Box 313 Ettalong Beach 2257
Home Phone No : 4341 0466
Email : manager@lawleystransport.com.au

Work Phone : 0434 677 921

Date : 04/06/2015
Fax : 02 4344 7604
File No : PROJ13/738
Vendor No: 100120349

Vehicle: Rego No: ABC-123 Make: Toyota Model: Sedan No. Seats: 4 W/C Spaces: 0 Hoist: N Ramp: N

Type:

Driver: Name: William JONES Address: 84 Jones St Jonesville Phone No: 42424242 Mobile No: 0403030303

ATSO: Name: Harry Williams Address: 24 Harris St Jonesville Phone No: Mobile No: 040303032

School Details: William Town Public School Address: 64 Tony St, William Town Phone No: 425362561 Fax No: 4243633 Email Address: aksjsd@nsw.gov.au School Code: 8279

School open/close times: MON:08:00/14:05 TUE:08:00/14:05 WED:08:00/14:05 THU:08:00/14:05 FRI:08:00/14:05

SEA: Central Coast

TRANSPORT REQUIRED: 04/May/2015 (Monday) to 08/May/2015 (Friday)

Student Name	Address	Phones	Transport Requirements	Mo	Tu	We	Th	Fr	Car Seat	WC	ATSO	Respite	D.O.B	File No-ID
Tony ALPHA	2 Harris St, Tomsville, 2254	422538376 04032728923	Mother Alice ALPHA	Full	Full	Full	Full	Full		-	-	N	01/01/01	
William WILLIAMS	8 Stray St Tomsville 2254	04032526272		AM	AM	AM	AM	AM		-	B	N	02/02/02	

CONTACT DETAILS

DRAFT/TEMP ONLY

Contact details for
Lawley's Transport
and our Vendor
number.

Vehicle details
(may not be
current)

Driver and ATSO
contact details.

School contact and
bell times.



Education &
Communities

Run Card (Run No 10031)

Assisted (Incent) Travel Program
1300 338 278 (toll free)
operations.astc@det.nsw.edu.au

Operator Name : Lawley'S Transport Pty Ltd
Operator Address : Po Box 313 Ettalong Beach 2257
Home Phone No : 4341 0466
Email : manager@lawleystransport.com.au

Date : 04/06/2015
Fax : 02 4344 7604
File No : PROJ13/738
Vendor No: 100120349

Work Phone : 0434 677 921

Vehicle: Rego No: ABC-123 Make: Toyota Model: Sedan
Type: No. Seats: 4 W/C Spaces: 0 Hoist: N Ramp: N

Driver: Name: William JONES Address: 84 Jones St Jonesville Phone No: 42424242 Mobile No: 0403030303

ATSO: Name: Harry Williams Address: 24 Harris St Jonesville Phone No: Mobile No: 040303032

School Details: William Town Public School Address: 64 Tony St, William Town Phone No: 425362561 Fax No: 4243633 Email Address: akjsd@nsw.gov.au School Code: 8279

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TRANSPORT REQUIRED: 04/May/2015 (Monday) to 08/May/2015 (Friday)

Student Name	Address	Phones	Transport Requirements	Mo	Tu	We	Th	Fr	Car Seat	WC	ATSO	Respite	D.O.B	File No-ID
Tony ALPHA	2 Harris St, Tomsville, 2254	422536376 04032728923	Mother Alice ALPHA	Full	Full	Full	Full	Full		-	-	N	01/01/01	
William WILLIAMS	8 Stray St Tomsville 2254	04032526272		AM	AM	AM	AM	AM		-	B	N	02/02/02	

DATES AND REQUIREMENTS ON THE RUN CARD

DRAFT/TEMP ONLY



There will be different date ranges over the pages of the run card. It is extremely important that you are reading the current week/term.

If there is any special transport requirements, car seats or wheel chairs they will be written here.

Run Card (Run No 10031)

Assisted School Travel Program
1300 338 278 (toll free)
operations.ast@det.nsw.edu.au

Operator Name : Lawley'S Transport Pty Ltd
Operator Address : Po Box 313 Ettalong Beach 2257
Home Phone No : 4341 0466
Email : manager@lawleystransport.com.au

Work Phone : 0434 677 921

Date : 04/06/2015
Fax : 02 4344 7604
File No : PROJ13/738
Vendor No: 100120349

Vehicle: Rego No: ABC-123 Make: Toyota Model: Sedan
No. Seats: 4 W/C Spaces: 0 Hoist: N Ramp: N
Type:

Driver: Name: William JONES Address: 84 Jones St Jonesville Phone No: 42424242 Mobile No: 0403030303

ATSO: Name: Harry Williams Address: 24 Harris St Jonesville Phone No: Mobile No: 040303032

School Details: William Town Public School Address: 64 Tony St, William Town Phone No: 425362561 Fax No: 4243633 Email Address: akjsd@nsw.gov.au School Code: 8279

School open/close times: MON:08:00/14:05 TUE:08:00/14:05 WED:08:00/14:05 THU:08:00/14:05 FRI:08:00/14:05 SEA: Central Coast

TRANSPORT REQUIRED: 04/May/2015 (Monday) to 08/May/2015 (Friday)

Student Name	Address	Phones	Transport Requirements	Mo	Tu	We	Th	Fr	Car Seat	WC	ATSO	Respite	D.O.B	File No/ID
Tony ALPHA	2 Harris St, Tomsville, 2254	422536376 0403272892	Mother Alice ALPHA	Full	Full	Full	Full	Full	-	-	N		01/01/01	
William WILLIAMS	8 Stray St Tomsville 2254	0403252627		AM	AM	AM	AM	AM	-	3	N		02/02/02	

STUDENT NAME AND CONTACT

Often the student contact details are incorrect. The driver should always double check and have the correct phone number and give their number to the parent/carer.

The student must only be picked up and dropped off at the address on the run card that is approved for that trip!

DRAFT/TEMP ONLY



Assisted School Travel Program
1300 338 278 (toll free)
operations.astc@det.nsw.edu.au

Run Card (Run No 10031)

Operator Name : Lawley'S Transport Pty Ltd
Operator Address : Po Box 313 Ettalong Beach 2257
Home Phone No : 4341 0466
Email : manager@lawleystransport.com.au

Date : 04/06/2015
Fax : 02 4344 7604
File No : PROJ13/738
Vendor No: 100120349

Vehicle: Rego No: ABC-123 Make: Toyota Model: Sedan
No. Seats: 4 W/C Spaces: 0 Hoist: N Ramp: N
Type:

Driver: Name: William JONES Address: 84 Jones St Jonesville Phone No: 42424242 Mobile No: 0403030303

ATSO: Name: Harry Williams Address: 24 Harris St Jonesville Phone No: Mobile No: 040303032

School Details: William Town Public School Address: 64 Tony St, William Town Phone No: 425362561 Fax No: 4243633 Email Address: akjsd@nsw.gov.au School Code: 8279

School open/close times: MON:08:00/14:05 TUE:08:00/14:05 WED:08:00/14:05 THU:08:00/14:05 FRI:08:00/14:05 SEA: Central Coast

TRANSPORT REQUIRED: 04/May/2015 (Monday) to 08/May/2015 (Friday)

Student Name	Address	Phones	Transport Requirements	Mo	Tu	We	Th	Fr	Car Seat	WC	ATSO	Respite	D.O.B	File No-ID
Tony ALPHAA	2 Harris St, Tomsville, 2254	422536376 04032728923	Mother Alice ALPHAA	Full	Full	Full	Full	Full		-	-	N	01/01/01	
William WILLIAMS	8 Siray St Tomsville 2254	04032526272		AM	AM	AM	AM	AM		-	B	N	02/02/02	

TRAVEL APPROVAL

Full :student is approved to travel both morning and afternoon.

AM :Student is only approved to travel in the morning.

PM :Student is approved to travel in the afternoon.

Dash (-) :Student is not approved to travel.

School Details: William Town Public School

Address: 64 Tony St, William Town

Email Address: aksjsd@nsw.gov.au

School open/close times: MON:08:05/14:05 TUE:08:05/14:05 WED:08:05/14:05 THU:08:05/14:05 FRI:08:05/14:05

Phone No: 425362561

Fax No: 4243633

School Code: 8279

SEA: Central Coast

TRANSPORT REQUIRED: 11/May/2015 (Monday) to 16/December/2015 (Wednesday)

Student Name	Address	Phones	Transport Requirements	Mo	Tu	We	Th	Fr	Car Seat	WC	AYSO	Respite	D.O.B	Res No-ID
Tony ALPHAA	24 Harris St, Tomsville 2254	422536376 04032728023	Mother Alice ALPHAA	Full	Full	Full	Full	Full	-	-	N			
William WILLIAMS	8 Shroy St Tomsville 2254	04032526272		PM	PM	PM	PM	PM	-	B	N			
	Harrisville After School Care, 2 Two St, Puffy	0403929212	Manager, Sonya Pitts	AM	AM	AM	AM	AM	-	B	N			
Christian APPLE	85 Shroy St Tomsville 2254	657458490 0430333333		Full	Full	Full	Full	Full	-	B	N			
Colin BROWN	6 Summer Rd, Wintertown, 2254	0402000000		PM	PM	-	PM	PM	-	-	N			

Privacy Notice : The information provided on the Student Transport Run Card has been obtained for the purpose of administering Assisted School Travel services. Other persons and/or agencies that will be provided with this information are the student's school, other schools whose students use the same transport run, the Roads and Traffic Authority (RTA), emergency service personnel and the Department of Community Services for the purposes of assisting in the care and protection of children. The information contained on this form is confidential and is not to be provided to unauthorised persons without written approval from the Department. The driver shall not, without the prior written consent of the Manager of the Assisted School Travel Unit of the Department of Education and Training, release the personal information or provide any statement in respect of any student. The personal information will be held by the Assisted School Travel Unit and may be corrected by completing a Variation to Assisted School Travel.

ATSO APPROVAL

If a student is allocated an ATSO it will be marked in this column.
'B' is for behavioural support.
'M' is for medical support.

If a student is allocated an ATSO they MUST NOT TRAVEL WITHOUT ONE under any circumstances

School Details: William Town Public School **Address:** 64 Tony St, William Town
Email Address: aksjsd@nsw.gov.au
School open/close times: MON:08:05/14:05 TUE:08:05/14:05 WED:08:05/14:05 THU:08:05/14:05 FRI:08:05/14:05
Phone No: 425362561 **Fax No:** 4243633
School Code: 8279 **SEA:** Central Coast

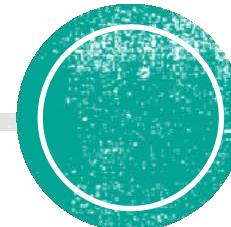
TRANSPORT REQUIRED: 11/May/2015 (Monday) to 16/December/2015 (Wednesday)

Student Name	Address	Phones	Transport Requirements	Mo	Tu	We	Th	Fr	Car Seat	WC	ATSO	Respite	D.O.B	Res No/ID
Tony ALPHAA	24 Harris St, Tomsville 2254	422536376 04032728023	Mother Alice ALPHAA	Full	Full	Full	Full	Full		-	-	N		
William WILLIAMS	8 Shroy St Tomsville 2254	04032526272		PM	PM	PM	PM	PM		-	B	N		
	Harrisville After School Care, 2 Two St, Putty	0403929212	Manager; Sonya Pitts	AM	AM	AM	AM	AM		-	B	N		
Christian APPLE	85 Shroy St Tomsville 2254	657458490 0430333333		Full	Full	Full	Full	Full		-	B	N		
Colin BROWN	6 Summer Rd, Wintertown, 2254	0402000000		PM	PM	-	PM	PM		-	-	N		

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FORMS

The following forms ensure you are taking the correct students to school and that your vehicle is clean and in good working condition.



FORM A

We refer to this as a Form A or Claim form.

This is to be submitted directly after your last run of the month, or the next day at the latest.

This is an official record of your daily school run. The inspection and the transport provided. **This must be filled out accurately every day of the month.**

CLEAR

Print

Lawleys Transport Pty Ltd

VEHICLE INSPECTION RECORD for Vehicle / s Rego number and

RECORD OF TRAVEL for RUN No From run to School name School

Date: d/m/yy

Any student
that is
approved for
that day but
doesn't travel

Correct no. of
students
travelling

D,W,or F

Atso's first and last name

Driver's first and
last name

LAWLEY'S TRANSPORT MONTHLY VEHICLE INSPECTION				
Vehicle Reg.	Run Number	Date		
ITEM	OK	NA	NEEDS REPAIR	ACTION/JOB # (Office Use)
EXTERNAL				
Wheels & Tyres (inc Spare)				
Wheel Brace & Jack present				
Body Condition				
Oil leaks (ground & under bonnet)				
Fluid Levels				
Exhaust				
Doors, windows, boot lid or tailgate door, Bonnet,				
Child proof locks engaged and working				
Lights (all) include brake & reversing lights				
Reverse Camera Fitted/Working				
BUSES (more than 10 seats)				
Engineering Cert.				
Fire Extinguisher				
Emergency Exit Sign				
WHEELCHAIR VEHICLES				
Hoist Operation/Engineering Cert.				
Signs				
URGENT/NON URGENT FAULTS				
URGENT FAULTS <small>Those which prevent you from safely completing your run. These faults/issues need to be reported to your Supervisor, by telephone, IMMEDIATELY</small>				
NON URGENT FAULTS <small>Those which do not affect safety should be reported by email to Fleetmanager. Please do not wait until the end of month report to report minor faults.</small>				

This form **MUST BE** submitted correctly after your last run of the month. **WITHIN 48 HOURS.**
 The number of students travelled must be accurate.

FORM A cont...

The next page of the form is to record your monthly vehicle inspection.

Record any faults BUT do not wait until the end of the month to report faults, however minor, send an email to fleetmanager as soon as you detect any fault.

Drivers and ATSOs must sign and date the bottom for our records.

AUDITING SYSTEM

From time to time you will have one of our Auditing staff remotely monitor or call and review your run

DESKTOP AUDITS

We conduct audits that remotely monitor our drivers are conducting their runs correctly. This covers things such as conducting your run in the right order, with the correct times and not making any unauthorised stops.

TELEPHONE AUDITS

We conduct telephone Audits with drivers on a regular basis. These audits will cover most if not all our contract and safety obligations. Time involved with these telephone audits is paid.

PAYROLL

- All drivers are paid fortnightly on a Thursday, according to the hours logged on their GPS.
- Drivers are paid a minimum of 3 hours a day on days they work.
- **CLAUSE 10.** This is paid to drivers when all students are absent from the run (other than pupil-free day, public holiday or other school closures). To claim, you must notify your supervisor by phone (text is fine) before the morning run so we can have you on standby for emergencies. Then you must send an email to your supervisor so we can forward to payroll. You will be paid a minimum 3 hours for a clause 10.
- Clause 10 payments are made for a maximum of 5 consecutive normal school days
- You will receive a time sheet via email on the Wednesday before pay day and you should check your hours are correct. If there are any concerns, email payroll@lawleystransport.com.au that day.
- Car washing receipts or hours should be emailed to payroll. Drivers who do less than the 3 hours a day or have 1 or more Clause 10s in that cycle will not be paid additional time for their car washes.

YEARLY EXPRESSIONS OF INTEREST

Every year we issue an Expression Of Interest to every driver on our staff. This EOI is what we use to determine who we employ as drivers for the following year, and in what capacity. The options are:

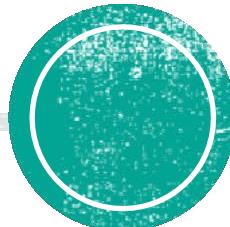
- (a) available Mon – Fri every week and wish for a permanent run
- (b) Available but would prefer part time or a shared run,
- (c) Only wish to do casual relief,
- (d) not wishing to work .

Drivers who choose **option a**, do so agreeing that they will not take any non-essential leave on any school days throughout the year and will only take holidays during the school holidays.

All drivers must understand that if they ask for leave during the school term that is not medical or urgent carer's leave, their request may be denied. If you have a holiday planned, you may be placed on our relief list and not be offered a permanent run for the year.

COMMUNICATION

To ensure all matters are being actioned in a timely manner, it is important that you are communicating with the correct people



COMMUNICATION

WHO DO I COMMUNICATE WITH?

- Students
- Teachers
- Parents/Carers
- Payroll
- Area Managers
- Fleet managers
- On Road Auditors
- ATSOs
- ASTP

HOW DO I COMMUNICATE?

- Always be polite
- Always confirm any information
- Always be respectful
- Always use the correct method of contact – either face to face, on the phone or by email
- Always have the facts
- REFER TO THE CONTACTS LISTS IN THIS MANUAL, ON YOUR EMERGENCY CARDS, YOUR BLUE CARDS AND ON YOUR INSPECTION REPORTS

WHERE DO I SEND????

FORM A (end of the month)/driver reports/requests for supervisors:

Central Coast email to manager@lawleystransport.com.au

Newcastle/Lake Mac/Maitland email to newcastle@lawleystransport.com.au

Any urgent matters require a phone call to your supervisor immediately

NON-URGENT VEHICLE ISSUES:

fleetmanager@lawleystransport.com.au

COMPLIANCE MATTERS

compliance@lawleystransport.com.au

PAYROLL MATTERS (including re-imbursements or queries about timesheets)

payroll@lawleystransport.com.au

APPENDIX A.

WHEEL CHAIR PROCEDURE LOADING AND UNLOADING



IMPORTANT!!!

**FULL ATTENTION IS TO BE GIVEN AT EACH STEP TO ENSURE SAFETY.
DO NOT GET DISTRACTED BY CONVERSATION OR PEOPLE AROUND YOU
DURING THIS PROCEDURE.**

APPENDIX A.

LOADING

- On arrival the Driver is to engage park and park brake, turn ignition off, take keys with them, get out and open rear boot door.
- Parent or teacher is to bring student in wheelchair (w/c) to bus.
- Driver is to lower platform down to ground level ensuring ramp opens out. Unlock safety belt if bus is fitted with one.
- Driver is to push the w/c onto the ramp and engage w/c brakes.
- Driver to secure safety belt behind wheelchair if bus is fitted with one.
- Driver to bring lift platform up to bus floor level.
- Whilst driver takes this next step there should ask a teacher or parent to hold the w/c at all times in case of movement. Driver to go inside bus, disengage w/c brakes and roll w/c forward into position and engage w/c brakes again. (If a parent or teacher is there, they can assist in disengaging brakes once driver is in bus holding wheelchair so driver can then roll w/c forward.)
- Tie down straps are to be installed.
- Seatbelt is to be fitted to student in w/c.
- Driver to ensure w/c is secured in position.
- Driver to go back outside to lift and fold lift back up into bus and close rear door.

UNLOADING:

- On arrival Driver is to engage park and park brake, turn ignition off, take keys with them, get out and open rear boot door.
- Parent or teacher to come to the bus.
- Driver is to open lift platform to bus level.
- Driver is to take off tie down straps and disengage w/c brakes.
- Driver is to push the wheelchair onto the ramp and engage w/c brakes. (If a parent or teacher is there, they can assist in disengaging the w/c brake whilst the driver is holding the wheelchair.)
- Whilst driver takes this next step there should ask a teacher or parent to hold the w/c at all times in case of movement. Driver to go outside bus and bring lift platform down to ground level, undo safety strap if bus has one, disengage w/c brakes and roll w/c off lift and hand over to teacher or parent.
- Driver to return lift into bus and close rear door.

If you have an ATSO assigned to the w/c student they must stay inside the bus. They can assist with rolling the w/c off and onto the lift from inside the vehicle. The driver is responsible for tying down the w/c and ensuring it is secure for transport. The driver and ATSO must communicate with each other before moving the wheelchair to ensure safety.