



INFORMATION RE DRIVERS UNDER THE
ASSISTED SCHOOL TRAVEL PROGRAM

Dear Applicant,

We are contractors for the Department of Education providing transport to and from multiple schools for special needs children under the Department's 'Assisted School Travel Program' (ASTP).

We are currently sourcing drivers for all areas of The Central Coast, Lake Macquarie and Maitland. We do have some Every School Day positions available, however we are also recruiting for casual/relief positions.

These are work from home positions as drivers have the school run vehicle at their home so must reside near the run. **It is highlighted that this is NOT full-time work.**



DRIVERS

Drivers are employed and paid on a casual basis with our company under an Enterprise Agreement. Depending on available work, some positions may become available which involve working each school day. The hours involved vary, depending on the length of the run, (average hours = 3.8 per day) although drivers are paid for a minimum of 3 hours pay per day worked. Some work may only involve 2 or 3 days per week, however most positions require the driver to work both AM and PM every school day.

If the role you are applying for is casual/relief, once cleared you may be put in a casual pool of drivers and any runs that become available for more regular work are offered to this pool first, depending on location and ability. We do sometimes have the opportunity for job share between drivers.

Applicants need to be physically capable of maneuvering a wheel-chair in and out of a wheelchair access vehicle although most runs do not involve wheelchair bound students.

Lawley's Transport supplies a fully maintained vehicle to be kept at the driver's home for school run work only.

REMUNERATION

Drivers are paid \$32.25 per hour (which includes 25% casual loading), plus super where applicable. As drivers work from home with a company car, Lawley's Transport pays drivers from the time they leave home to the time they return home both in the morning and in the afternoon.

APPLICATION

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



AVAILABLE WORK

Applicants who receive a 'clearance' from the Department are then able to be offered work with us as a driver. We cannot guarantee work, however we do have some Every School Day position as well as relief/casual positions that will be become available during the year.

ESSENTIAL REQUIREMENTS - DRIVERS

- ❖ Unrestricted NSW Driver's License and an exceptional driving record.
- ❖ '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.
- ❖ Senior First Aid Certificate
- ❖ Crimtrac Criminal Record Check (no cost to the applicant) and included in package.
- ❖ A desire to work with special needs children.
- ❖ Drivers must have, or be able to pass their Senior First Aid certificate including CPR.
- ❖ Good written and verbal communication skills including adequate English language skills.
- ❖ Excellent driving record. (An RMS certified copy of applicants driving record is required.)
- ❖ Smart phone to use the Dept of Education Driver app.
- ❖ Confidential access to email and a general knowledge of working with computers/internet.
- ❖ Medical Assessment by a General Practitioner. (included in the application package)

Thank you for your inquiry
Mark Lawley
Recruitment Officer



