

Sample run card



Education

SENSITIVE: PERSONAL

Run Card (Run No 0000)

Assisted School Travel Program
1300 338 278
contractors.astp@det.nsw.edu.au

Please be advised: This run card is valid from the date of issue below. **Please securely destroy any previous run card you may have.** The Assisted School Travel Program (ASTP) will advise you of any changes to this run by email, and daily monitoring of your email account is recommended. For additional information please contact the ASTP on 1300 338 278 or visit the website at <https://education.nsw.gov.au/public-schools/astp>

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

Date : 05/01/2026
File No : PROJ19/8888
Vendor No : 01000112000
ABN : 12345678910

Vehicle: **Rego No:** ASTP18 **Make:** KIA **Model:** AS20 **No. Seats:** 7 **W/C Spaces:** 0 **Hoist:** N **Ramp:** N **Pay Rate:** W/C 1-3 **Start Date:** 02/02/26 **End Date:** 17/12/26

Driver: **Name:** Elijah Affleck **Address:** 5 Orange St PARKES 2870 **Phone No:** 1300 338 278 **Mobile No:** 1300 338 278

ATSO: **Name:** Lisa Lopes **Address:** 8 Apple St PARKES 2870 **Phone No:** 1300 338 278 **Mobile No:** 1300 338 278

School Details: Assisted Travel School **Email Address:** generalenquiries.astp@det.nsw.edu.au **Phone No:** 1300 338 278
Address: 77 Pear St Parkes 2870 **School Code:** 1234
School open/close times: MON:09:05/15:00 TUE:09:05/15:00 WED:09:05/15:00 THU:09:05/15:00 FRI:09:05/15:00 **Transport area:** Orange

TRANSPORT REQUIRED: 02/Feb/2026 (Monday) to 06/Feb/2026 (Friday)

Student Name	Address	Phones	Transport Requirements	Mo	Tu	We	Th	Fr	Car Seat	WC	ATSO	D.O.B	File No-ID
Jessie J	9 Kiwi St PEAK HILL 2869	1300 338 278	After school care	Full	Full	Full	Full	Full	N	W	M	09/08/13	PROJ19/1888
	Seat belt buckle cover required for transport.	Part-day attendance											
Steven S	18 Papaya St PARKES 2870	1300 338 278		Full	Full	Full	AM	PM	N	F	B	25/10/14	PROJ19/1889

1. Contractor details

2. Vehicle details

3. Vehicle pay rate (rate you will be paid)

4. Period the vehicle will be assigned to the run

5. Driver details

6. Assisted Travel Support Officer (ATSO) details

7. School details

8. Transport dates for students listed

9. Student details and their transport requirements

10. Please note any special requirements

11. Car seat and wheelchair (WC) requirements
– Travel in wheelchair (**W**)
– Folding wheelchair (**F**)

12. Type of ATSO required:
– Behaviour (**B**)
– Medical (**M**)