

ASTP Online for Schools user guide

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Background

The Assisted School Travel Program (ASTP) plays a significant role in meeting the transport needs of eligible students with disability. It provides free, specialised transport to and from a school where parents 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, free of charge to over 10,800 students in NSW. We employ Assisted Travel Support Officers (ATSOs) who accompany some of these children in the vehicles. All of our service providers and their vehicles are carefully screened and vetted to ensure that they are capable of providing the high-quality, safe service that parents and carers expect for their children.

To ensure ASTP has up-to-date information, schools can review their students' details in relation to transport at any time by accessing ASTP Online for schools which can be accessed by visiting <https://education.nsw.gov.au/public-schools/astp>

In preparation for each new school year, ASTP asks schools to review each student and their specific transport requirements for the following year and update them in ASTP Online for Schools. This process begins in August in preparation for rolling over the student's requirements ready for the next school year and is part of Phase 1 of Rollover.

This user guide has been developed to assist schools to:

- access the ASTP Online for Schools
- view travel applications for students at your school
- view run details for students at your school
- indicate a student's requirements for the next academic year.

Additional support is available for schools from ASTP staff who can be contacted on:

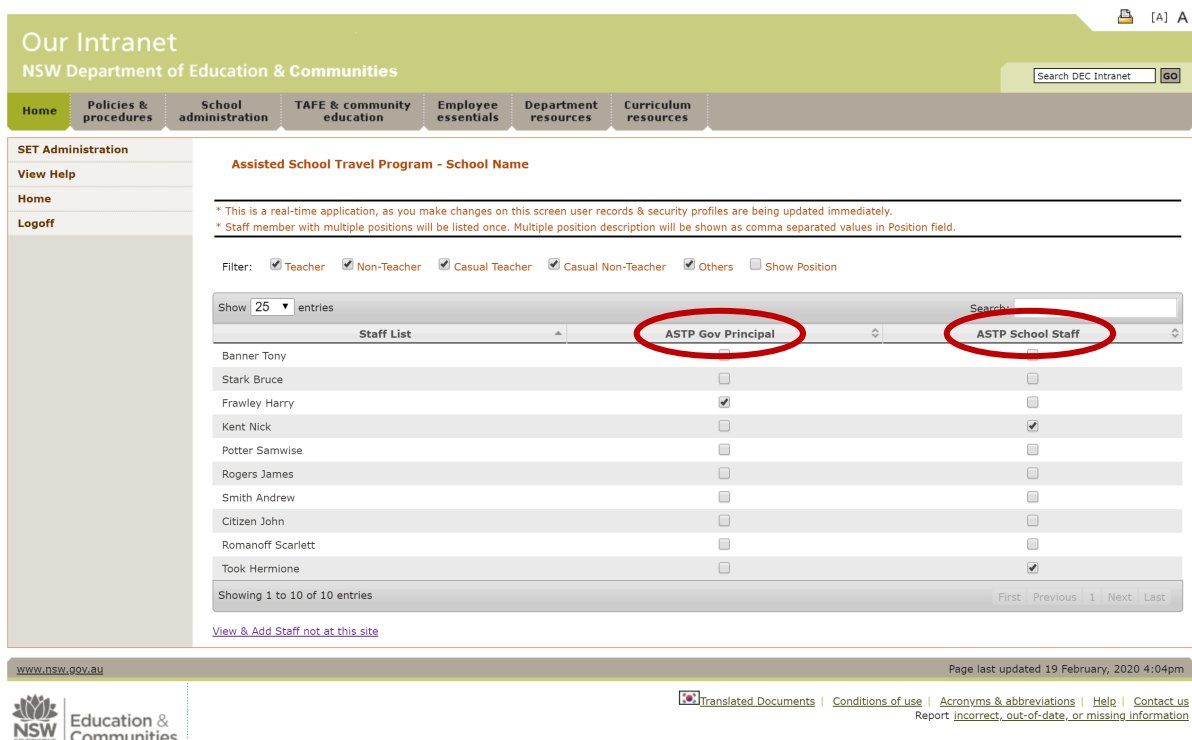
Telephone 1300 338 278

Email schools.astp@det.nsw.edu.au

Access to ASTP Online for government schools

Staff access to the online application is managed through the Access Management Utility (AMU). All school principals can delegate access to other staff in their school through AMU. It is recommended to periodically review staff access throughout the year.

1. Log onto the staff portal and open the **AMU - Access Management Utility**
2. Find the required staff member in the list you would like to give access.
3. Choose between **ASTP Gov Principal** or **ASTP School Staff** access and tick the box.
4. The changes will save and take effect immediately.



The screenshot shows the 'Assisted School Travel Program - School Name' interface. It features a navigation menu on the left with options like 'SET Administration', 'View Help', 'Home', and 'Logoff'. The main content area includes a search bar, filter options (Teacher, Non-Teacher, Casual Teacher, Casual Non-Teacher, Others, Show Position), and a table of staff members. Two dropdown menus are circled in red: 'ASTP Gov Principal' and 'ASTP School Staff'. The table lists staff members with checkboxes for each access type. For example, Harry Frawley has 'ASTP Gov Principal' checked, while Nick Kent has 'ASTP School Staff' checked. The page footer includes the NSW Government logo and contact information.

Access to ASTP Online for non-government schools

As per the Department of Education's (DoE) policy, access to DoE services can only be provided to the principal of a non-government school. If a school participates in the NSW Premier's Reading Challenge, or NAPLAN testing, the school principal may already have an active account. Principals can also reset passwords, extend account expiry dates and update staff details. It is recommended to periodically review staff access throughout the year.

First time principals

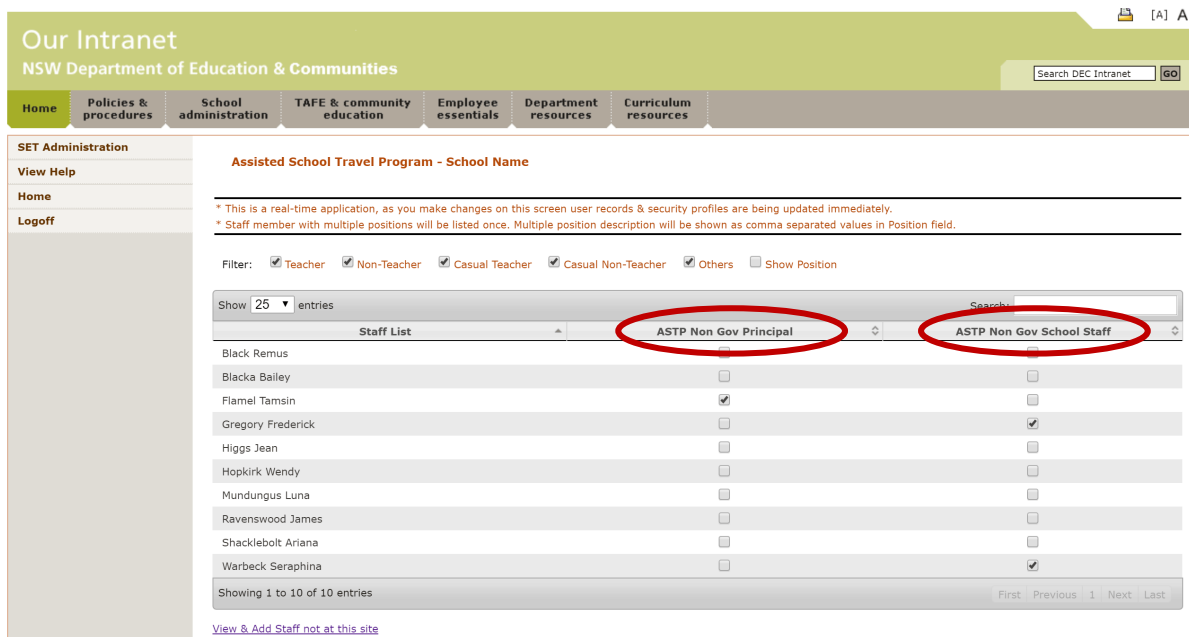
1. You will need to request access by submitting a technical support request here: <https://education.nsw.gov.au/public-schools/astp/technical-support>
2. Once access has been granted, you can manage access for your staff.

First time staff

1. For first time staff, principals will need to **create a DoE account** on their behalf.
2. Instructions: <https://prcsupport.freshdesk.com/support/solutions/articles/6000063592-how-do-i-create-a-doe-account-for-a-staff-member-at-my-school->

Existing users

1. Log onto the staff portal and open the **AMU - Access Management Utility**.
2. Find the required staff member in the list you would like to give access.
3. Choose between **ASTP Non Gov Principal** or **ASTP Non Gov School Staff** and tick the box.
4. The changes will save and take effect immediately.



The screenshot shows the 'Assisted School Travel Program - School Name' interface. It features a navigation menu with options like 'Home', 'Policies & procedures', 'School administration', etc. The main content area displays a staff list with columns for 'ASTP Non Gov Principal' and 'ASTP Non Gov School Staff'. The checkboxes for these roles are circled in red. The staff list includes names like Black Remus, Blacka Bailey, Flamel Tamsin, Gregory Frederick, Higgs Jean, Hopkirk Wendy, Mundungus Luna, Ravenswood James, Shacklebolt Ariana, and Warbeck Seraphina. The 'ASTP Non Gov School Staff' checkbox is checked for Gregory Frederick, Flamel Tamsin, and Warbeck Seraphina.

Dashboard and Main Menu

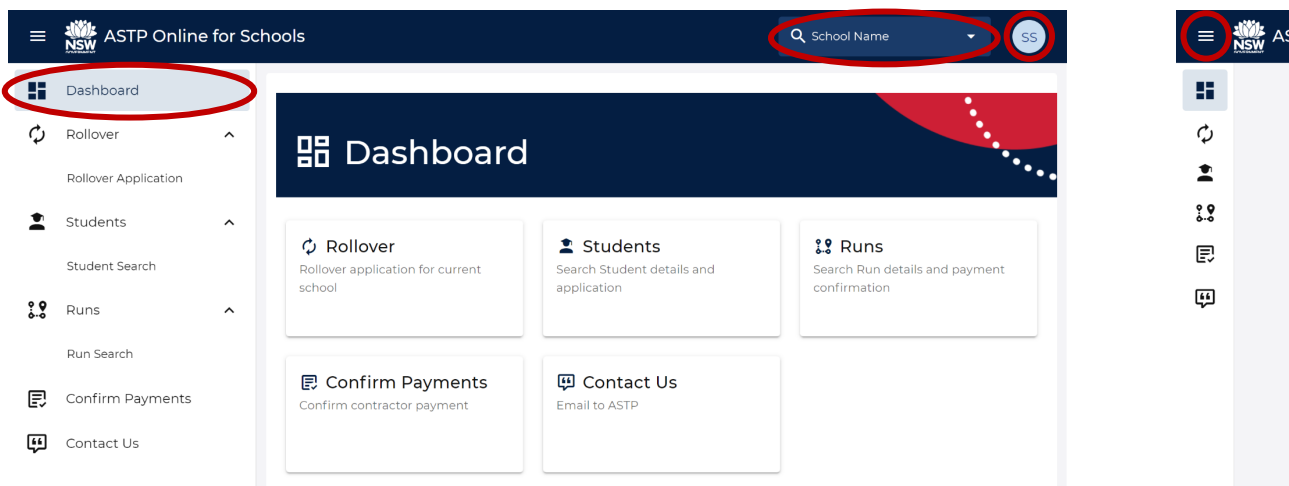
The dashboard is the home page for ASTP Online for Schools, and provides access to the main areas to complete your activities.

If on a different page, click on **Dashboard** from the left side main menu to navigate back to the Dashboard.

To collapse the left side main menu to just the icons and create more screen space, click the top left hamburger icon button. To expand the menu, click the same button again.

If you have access to more than one school, you can **change schools** using the dropdown in the header. If your school is not listed, please complete the [technical support form](#).

To log out, click the top right profile circle button, then click **Log out**.



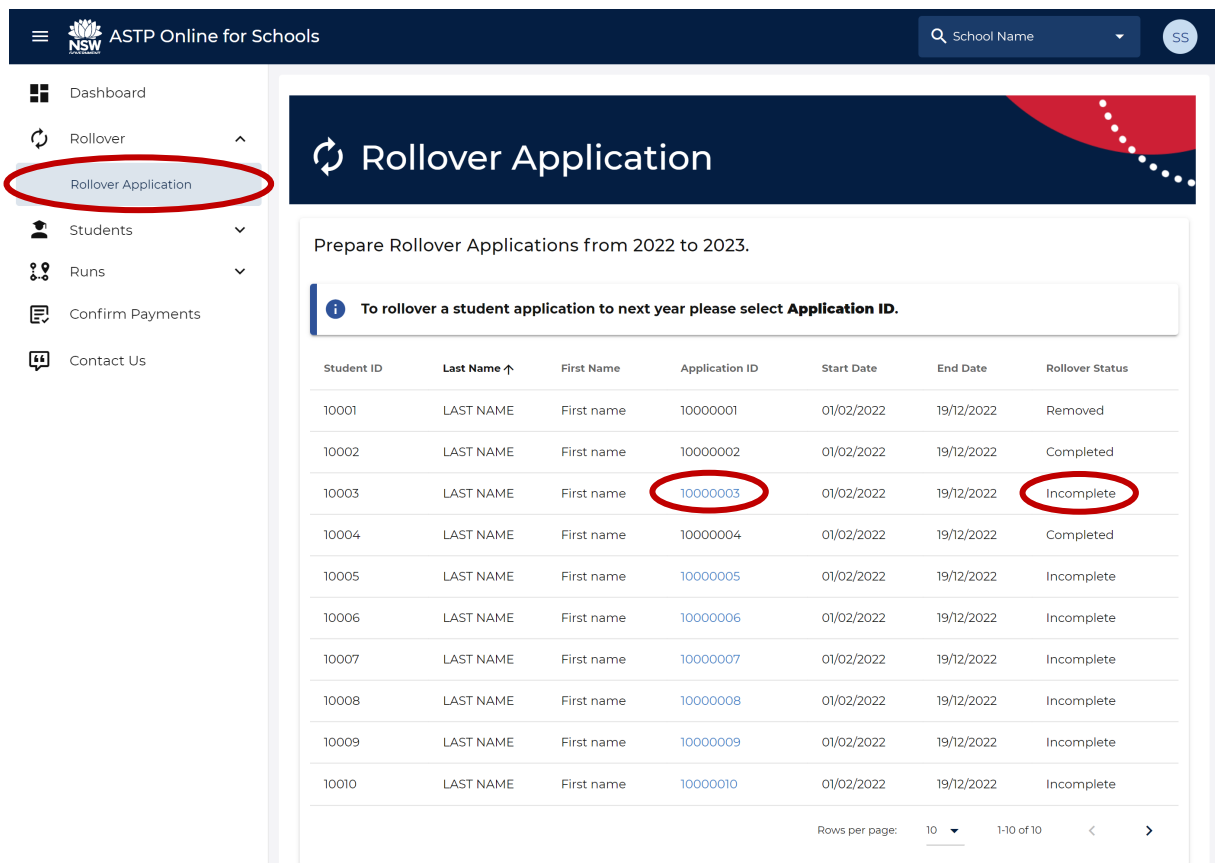
Summary of key activities available from the Dashboard and left side main menu:

- **Rollover Application** – Review and submit students' eligibility for rollover.
- **Students Search** – Search students and view their details.
- **Run Search** – Search runs and download run cards.
- **Confirm Payments** – Certify contractor payment claims.
- **Contact Us** – To email the ASTP with any queries using the online contact form.

Rollover Applications

The ASTP begins the annual rollover process in August to prepare for transport for the next school year. As part of the rollover preparation, schools are asked to review current students' transport needs accessing transport through the ASTP and confirm whether they will require transport to your school from Term 1 the following school year.

From the Dashboard or left side main menu, click on **Rollover > Rollover Application**.



ASTP Online for Schools

Search School Name

SS

Dashboard

Rollover

Rollover Application

Students

Runs

Confirm Payments

Contact Us

Rollover Application

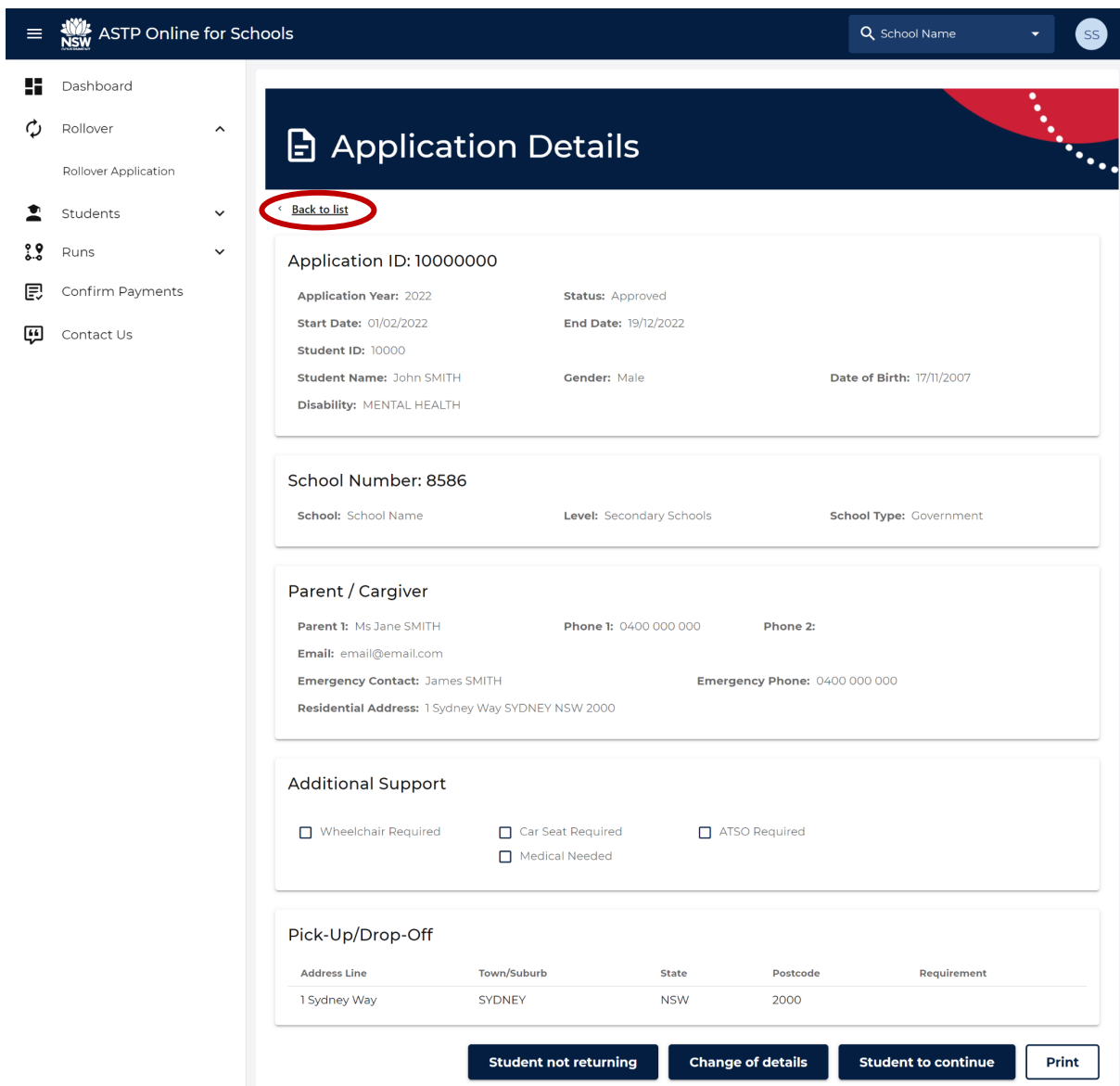
Prepare Rollover Applications from 2022 to 2023.

To rollover a student application to next year please select Application ID.

Student ID	Last Name ↑	First Name	Application ID	Start Date	End Date	Rollover Status
10001	LAST NAME	First name	10000001	01/02/2022	19/12/2022	Removed
10002	LAST NAME	First name	10000002	01/02/2022	19/12/2022	Completed
10003	LAST NAME	First name	10000003	01/02/2022	19/12/2022	Incomplete
10004	LAST NAME	First name	10000004	01/02/2022	19/12/2022	Completed
10005	LAST NAME	First name	10000005	01/02/2022	19/12/2022	Incomplete
10006	LAST NAME	First name	10000006	01/02/2022	19/12/2022	Incomplete
10007	LAST NAME	First name	10000007	01/02/2022	19/12/2022	Incomplete
10008	LAST NAME	First name	10000008	01/02/2022	19/12/2022	Incomplete
10009	LAST NAME	First name	10000009	01/02/2022	19/12/2022	Incomplete
10010	LAST NAME	First name	10000010	01/02/2022	19/12/2022	Incomplete

Rows per page: 10 1-10 of 10

1. By default, the page will load all students for the current school year required for review for the following school year.
2. You are required to review the eligibility and information for each student with a **Rollover Status** of **Incomplete** before rolling them over for the next school year.
3. To review a student application with a **Rollover Status** of **Incomplete**, click on the **Application ID** link. Note that there will be no link for statuses of **Removed** or **Completed**.



ASTP Online for Schools

Search School Name

SS

Application Details

[Back to list](#)

Application ID: 10000000

Application Year: 2022 Status: Approved
Start Date: 01/02/2022 End Date: 19/12/2022
Student ID: 10000
Student Name: John SMITH Gender: Male Date of Birth: 17/11/2007
Disability: MENTAL HEALTH

School Number: 8586

School: School Name Level: Secondary Schools School Type: Government

Parent / Cargiver

Parent 1: Ms Jane SMITH Phone 1: 0400 000 000 Phone 2:
Email: email@email.com
Emergency Contact: James SMITH Emergency Phone: 0400 000 000
Residential Address: 1 Sydney Way SYDNEY NSW 2000

Additional Support

Wheelchair Required Car Seat Required ATSO Required
 Medical Needed

Pick-Up/Drop-Off

Address Line	Town/Suburb	State	Postcode	Requirement
1 Sydney Way	SYDNEY	NSW	2000	

[Student not returning](#) [Change of details](#) [Student to continue](#) [Print](#)

4. Within the **Application Details** screen are three options at the bottom to further process the student in the list:

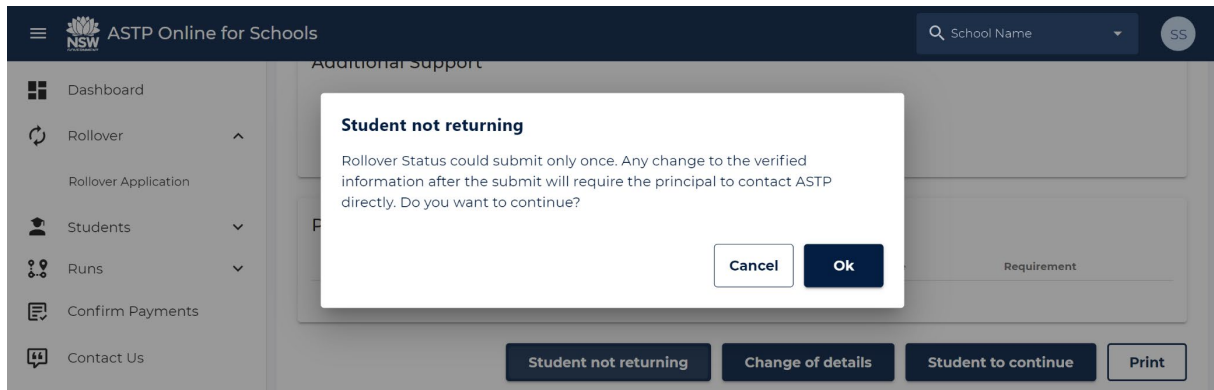
- **Student not returning** (i.e. student leaving school)
- **Change of details** (i.e. student has changed information)
- **Student to continue** (i.e. student has not changed information and is continuing)

See following pages for more information about these options.

5. To go back to the rollover application list, click the **Back to list** link.

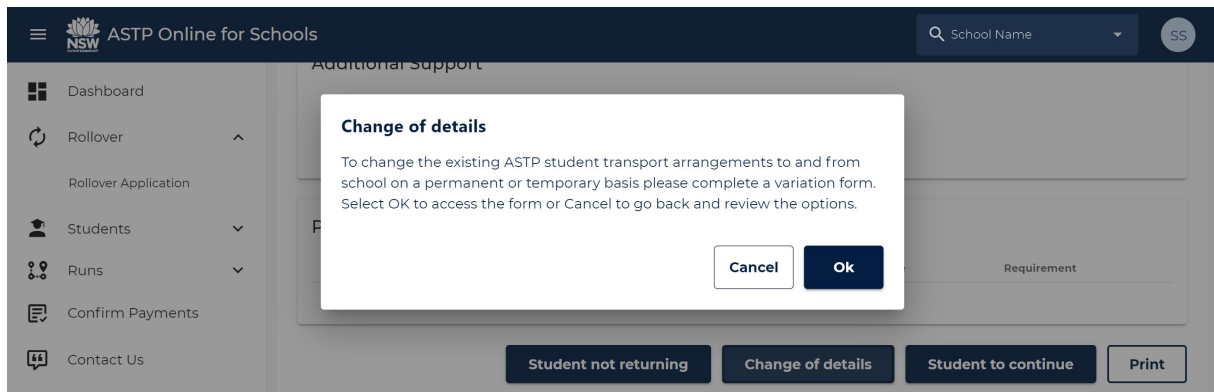
Student not returning

If the student will not be attending your school next year, click on the button **Student not returning**. A confirmation message will be displayed before the student is processed. Once the **Ok** button is clicked the student rollover status will change from **Incomplete** to **Removed**.



Change of details

If the student is continuing at the school in the following year but the transport requirements are different to those listed, click on the **Change details** button. The confirmation message will prompt the user again before completing the action.



Once clicking **OK** you will be directed back to the student listing page where the rollover status will have changed from **Incomplete** on the right hand side of the page to **Completed**.

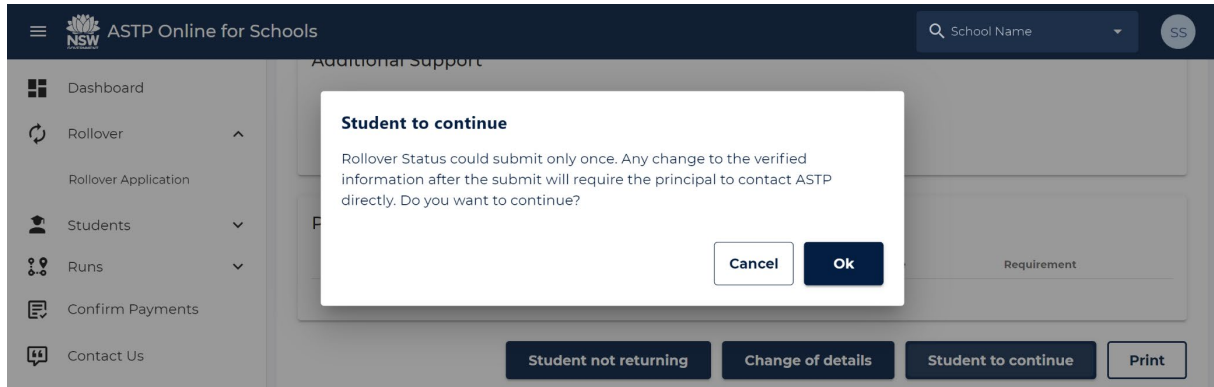
In addition, you will be directed to the ASTP website's [Variation and change requests](#) page which will provide instructions on submitting a variation or change request form.

Please follow the instructions on form for how to complete and submit to the ASTP for processing. Once we receive the completed form the changes may not come into effect until the end of term four.

Student to continue

When a student plans to continue to attend the same school next year, and the transport details remain as displayed on their application details, click on the button **Student to Continue** button.

The confirmation message will prompt the user again before completing the action.



Student applications can be processed over multiple visits to ASTP Online.

Applications that have been processed and submitted will no longer be accessible. The rollover status will have changed from **Incomplete** on the right-hand side of the page to either **Removed** or **Completed**.

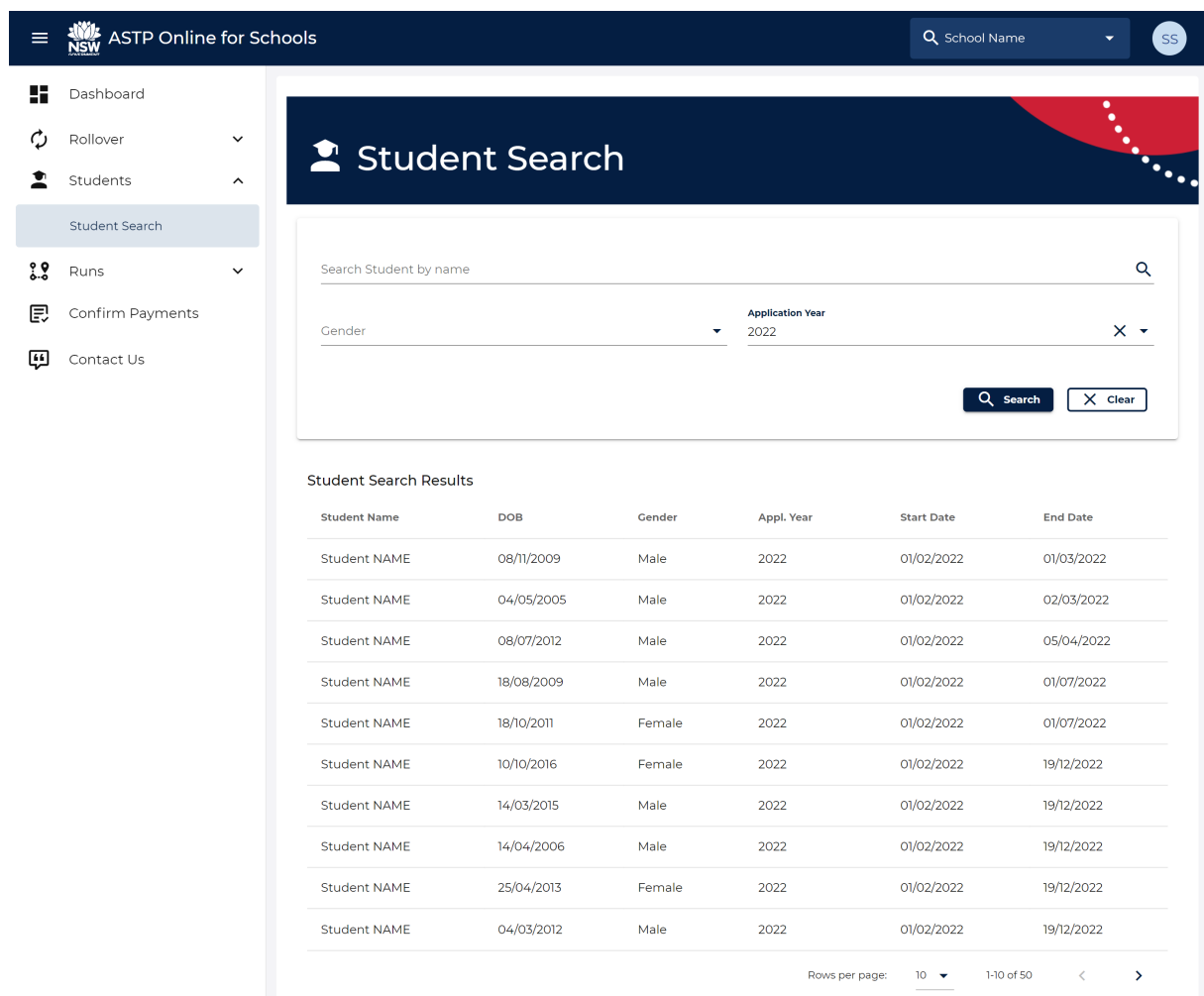
Each year, ASTP publishes a timetable for processing applications. We hope that schools will be able to work within that timetable to complete processing.

The timetable will include a cut-off point after which schools will lose the ability to indicate remaining requirements, if any, and detailed rollover processing will begin.

Student Search

Anyone with access to ATSP Online for Schools can view their students' details throughout the school year. This assists in reviewing student transport information, completing various forms and providing correct information when communicating with ASTP. To search for students, follow the steps below.

1. From the Dashboard or left side main menu, click on **Students > Student Search**.



ASTP Online for Schools

Search Student by name

Gender Application Year

2022

Search Clear

Student Search Results


Student Name	DOB	Gender	Appl. Year	Start Date	End Date
Student NAME	08/11/2009	Male	2022	01/02/2022	01/03/2022
Student NAME	04/05/2005	Male	2022	01/02/2022	02/03/2022
Student NAME	08/07/2012	Male	2022	01/02/2022	05/04/2022
Student NAME	18/08/2009	Male	2022	01/02/2022	01/07/2022
Student NAME	18/10/2011	Female	2022	01/02/2022	01/07/2022
Student NAME	10/10/2016	Female	2022	01/02/2022	19/12/2022
Student NAME	14/03/2015	Male	2022	01/02/2022	19/12/2022
Student NAME	14/04/2006	Male	2022	01/02/2022	19/12/2022
Student NAME	25/04/2013	Female	2022	01/02/2022	19/12/2022
Student NAME	04/03/2012	Male	2022	01/02/2022	19/12/2022

Rows per page: 10 1-10 of 50

2. By default, the page will load all students for the current school year.
3. You can filter the results by using the search options including **Name** (first, last or full name), **Gender** and **Application Year**. You can reset the search filters by clicking the **Clear** button.
4. To see more information for a particular student, click anywhere on the row to open the **Student Details** page.

ASTP Online for Schools

SS



[Back to list](#)

Student ID: 10000

Student Status: Inactive

Last Name: SMITH First Name: John

Date of Birth: 08/11/2010 Gender: Male File No: FILE/10000

Remarks: N/A

Parent / Cargiver

Parent 1: Ms Jane SMITH Phone 1: 0400 000 000 Phone 2:

Email: email@email.com

Emergency Contact: James SMITH Emergency Phone: 0400 000 000

Residential Address: 1 Sydney Way SYDNEY NSW 2000

Application ID: 10000000

Application Year: 2022 Status: Approved

Start Date: 01/02/2022 End Date: 01/03/2022

Disability: MENTAL HEALTH

School Number: 5748

School: School Name Level: Schools for Specific Purposes School Type: Government

Additional Support

Wheelchair Required
 Car Seat Required
 ATSO Required
 Medical Needed

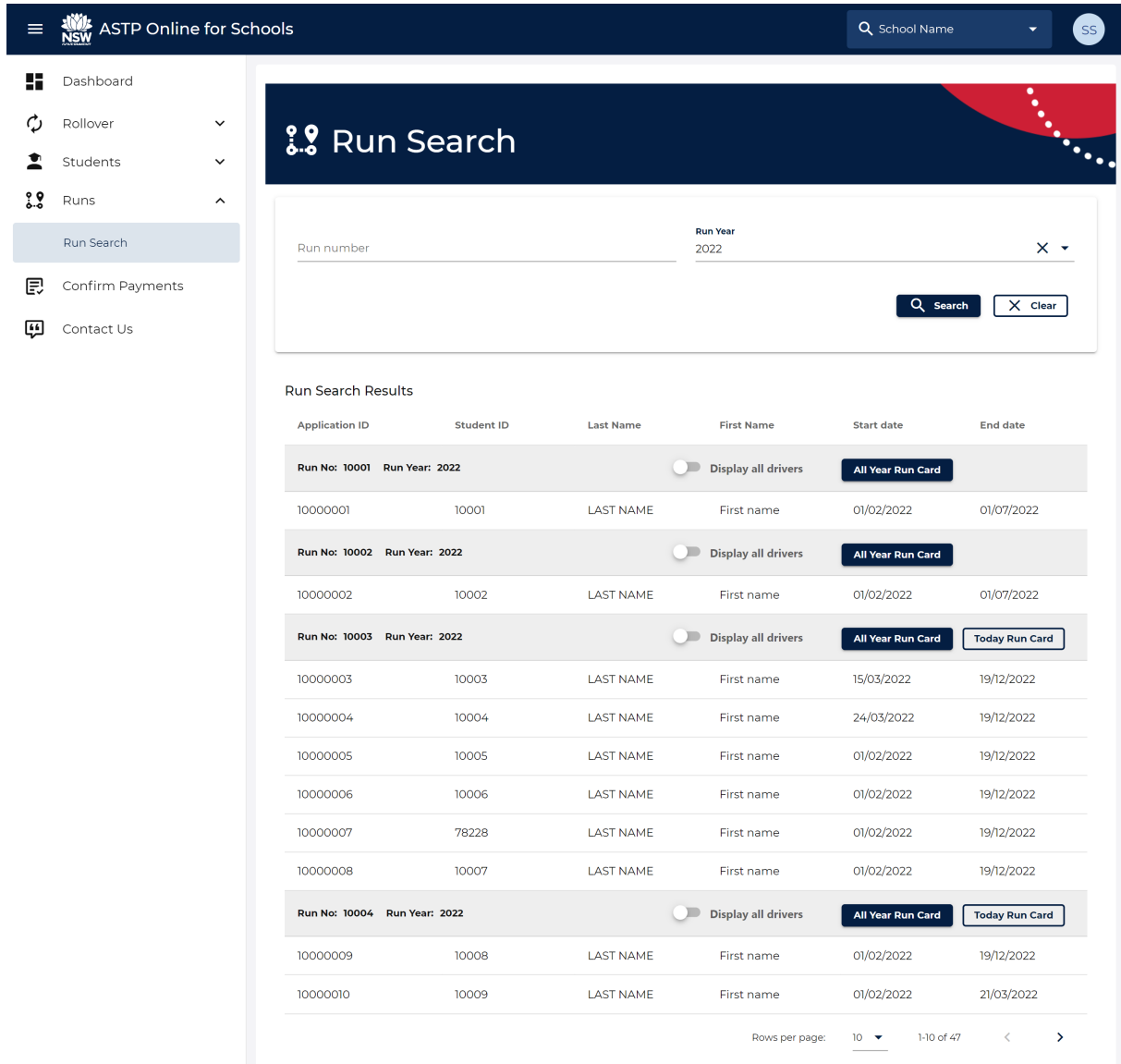
Pick-Up/Drop-Off

Address Line	Town/Suburb	State	Postcode	Requirement
1 Sydney Way	SYDNEY	NSW	2170	
100 Waterway Ave	SYDNEY	NSW	2000	

5. To go back to the student search, click the **Back to list** link.

Run Search

- From the Dashboard or left side main menu, click on **Runs > Run Search**.



ASTP Online for Schools

Search School Name

SS

Dashboard

Rollover

Students

Runs

Run Search

Confirm Payments

Contact Us

Run Search

Run number

Run Year
2022

Search

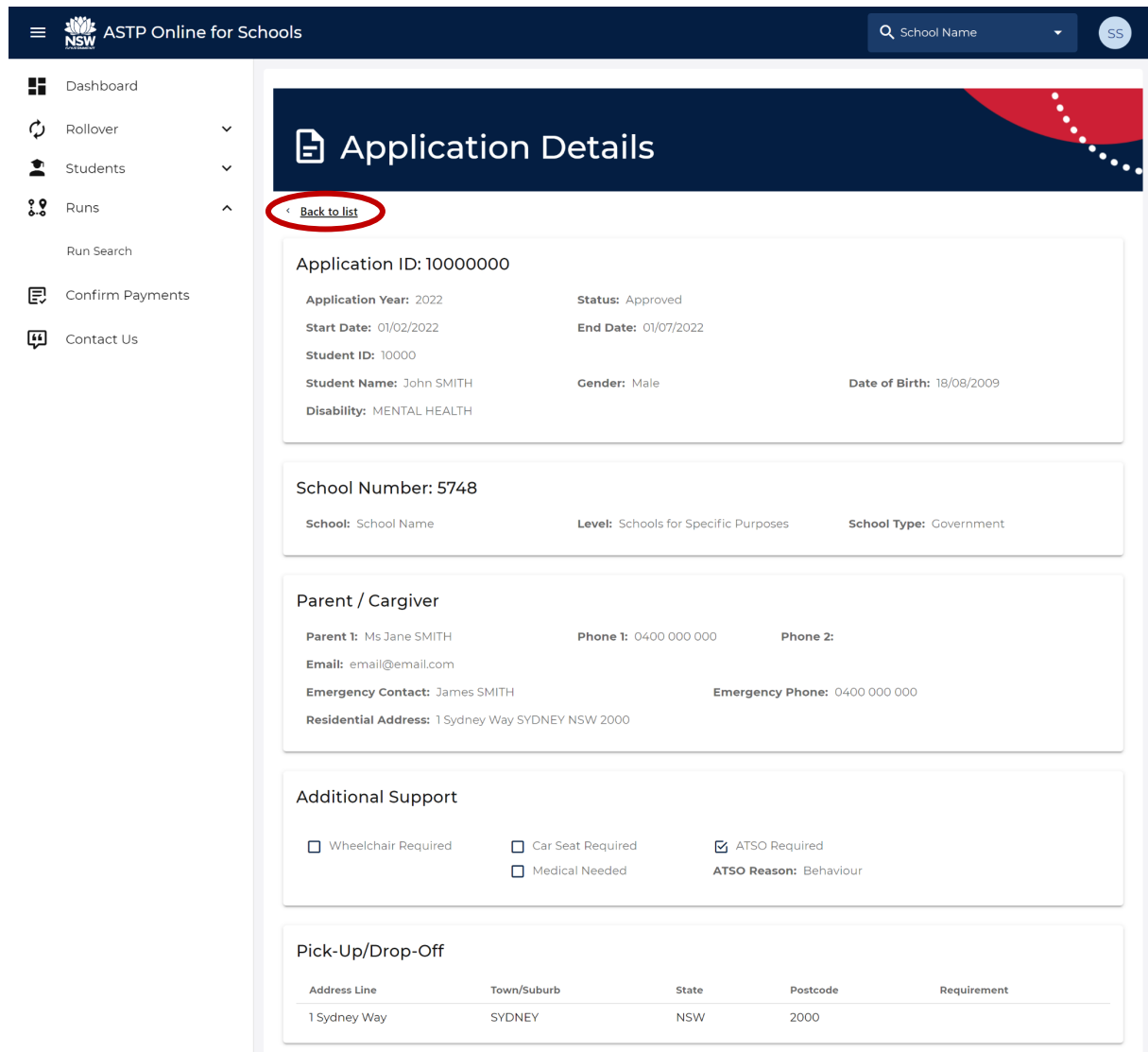
Clear

Run Search Results

Application ID	Student ID	Last Name	First Name	Start date	End date
Run No: 10001 Run Year: 2022 <input type="checkbox"/> Display all drivers All Year Run Card					
10000001	10001	LAST NAME	First name	01/02/2022	01/07/2022
Run No: 10002 Run Year: 2022 <input type="checkbox"/> Display all drivers All Year Run Card					
10000002	10002	LAST NAME	First name	01/02/2022	01/07/2022
Run No: 10003 Run Year: 2022 <input type="checkbox"/> Display all drivers All Year Run Card Today Run Card					
10000003	10003	LAST NAME	First name	15/03/2022	19/12/2022
10000004	10004	LAST NAME	First name	24/03/2022	19/12/2022
10000005	10005	LAST NAME	First name	01/02/2022	19/12/2022
10000006	10006	LAST NAME	First name	01/02/2022	19/12/2022
10000007	78228	LAST NAME	First name	01/02/2022	19/12/2022
10000008	10007	LAST NAME	First name	01/02/2022	19/12/2022
Run No: 10004 Run Year: 2022 <input type="checkbox"/> Display all drivers All Year Run Card Today Run Card					
10000009	10008	LAST NAME	First name	01/02/2022	19/12/2022
10000010	10009	LAST NAME	First name	01/02/2022	21/03/2022

Rows per page: 10 1-10 of 47

- By default, the page will load all runs for the current school year.
- You can filter the results by using the search options including **Run number** and **Run Year**. You can reset the search filters by clicking the **Clear** button.
- To see more information for a particular student, click anywhere on the row to open the **Application Details** page.



ASTP Online for Schools

Search School Name

SS

Application Details

[Back to list](#)

Application ID: 10000000

Application Year: 2022 Status: Approved
Start Date: 01/02/2022 End Date: 01/07/2022
Student ID: 10000
Student Name: John SMITH Gender: Male Date of Birth: 18/08/2009
Disability: MENTAL HEALTH

School Number: 5748

School: School Name Level: Schools for Specific Purposes School Type: Government

Parent / Cargiver

Parent 1: Ms Jane SMITH Phone 1: 0400 000 000 Phone 2:
Email: email@email.com
Emergency Contact: James SMITH Emergency Phone: 0400 000 000
Residential Address: 1 Sydney Way SYDNEY NSW 2000

Additional Support

Wheelchair Required Car Seat Required ATSO Required
 Medical Needed ATSO Reason: Behaviour

Pick-Up/Drop-Off

Address Line	Town/Suburb	State	Postcode	Requirement
1 Sydney Way	SYDNEY	NSW	2000	

5. To go back to the run search, click the **Back to list** link.

6. There are two options for **downloading a Run Card**:

- **All Year Run Card** – to view the run card for the whole year
- **Today Run Card** – to view the run card from today onwards
- Note: By default, the run card will generate with only the primary driver, but you can **Display all drivers** by toggling the switch button next to the label



Run No: 10003 Run Year: 2022

Display all drivers

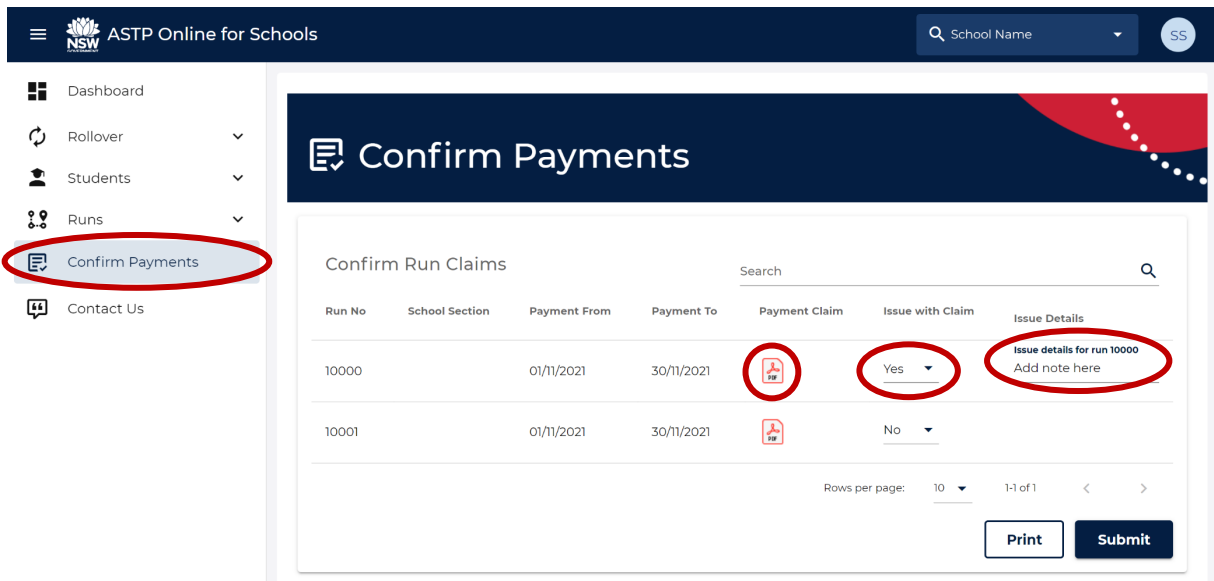
All Year Run Card Today Run Card

7. The run card will download to your default download folder on your comp.

Confirm Payments

Schools can log into ASTP Online to certify contractor pay claims at any time after the first school day of the month. The ASTP will send an email on the 14th day of the month as a prompt. A reminder email will be automatically sent out on 21st day of the month if there are still pay claims not certified.

- From the Dashboard or left side main menu, click on **Confirm Payment**.



- Any outstanding claims to be verified will appear here. If there are no claims, you will see a message advising there are no claims to verify.
- If there are many outstanding claims, you can search for a **Run Number** or **Payment Period** from the list. Enter one of the following options in the Search box:
 - part OR whole run number
 - part OR whole payment period (e.g. 01/01/2021)
- To review a contractor payment claim, click on the **PDF icon** to download and view it.
- If there are no issues with the claim, select **No** from the **Issue with Claim** drop-down box.
- If there is an issue with the claim, select **Yes** from the **Issue with Claim** drop-down box and enter a short description in the **Issue Details** text box before.

Note: The Issue Details text box is intended for a short description. Should you wish to provide further information please email finance.astp@det.nsw.edu.au.

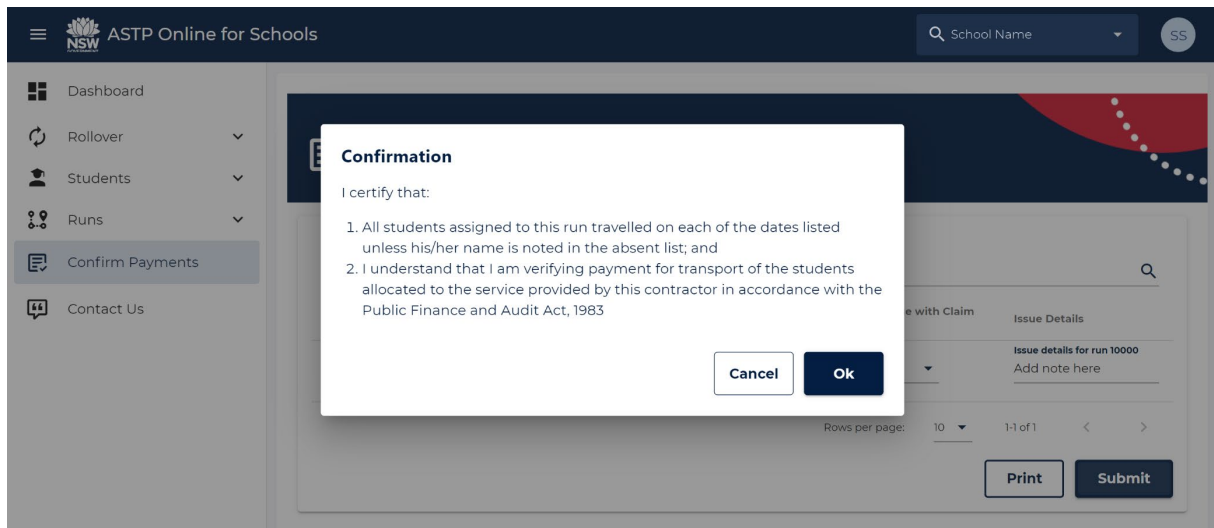
CONTRACTOR PAYMENT CLAIM FORM

Run No	Contractor Name	Transport Area	Vendor No				
XXXXXX	XXXXXXXXXXXX	XXXXXXXXXXXX	XXXXXXXXXX				
Run Date	ATSO	Loaded	Vehicle	Calculated	Student(s)	ATSO Name	Driver's Name
Run Date	ATSO	Loaded	Vehicle	Calculated	Student(s)	ATSO Name	Driver's Name
02Feb2015	am	Yes	15.50 Sedan	\$000.00	Harley KEENER	Donat BLAISE	John JAMESON
03Feb2015	am	Yes	15.50 Sedan	\$000.00	Harley KEENER	Donat BLAISE	John JAMESON
04Feb2015	am	Yes	15.50 Sedan	\$000.00	Harley KEENER	Donat BLAISE	John JAMESON
05Feb2015	am	Yes	15.50 Sedan	\$000.00	Harley KEENER	Donat BLAISE	John JAMESON
06Feb2015	am	Yes	15.50 Sedan	\$000.00	Harley KEENER	Donat BLAISE	John JAMESON
07Feb2015	am	Yes	15.50 Sedan	\$000.00	Harley KEENER	Donat BLAISE	John JAMESON
08Feb2015	am	Yes	15.50 Sedan	\$000.00	Harley KEENER	Donat BLAISE	John JAMESON
09Feb2015	am	Yes	15.50 Sedan	\$000.00	Harley KEENER	Donat BLAISE	John JAMESON
10Feb2015	am	Yes	15.50 Sedan	\$000.00	Harley KEENER	Donat BLAISE	John JAMESON
11Feb2015	am	Yes	15.50 Sedan	\$000.00	Harley KEENER	Donat BLAISE	John JAMESON
12Feb2015	am	Yes	15.50 Sedan	\$000.00	Harley KEENER	Donat BLAISE	John JAMESON
13Feb2015	am	Yes	15.50 Sedan	\$000.00	Harley KEENER	Donat BLAISE	John JAMESON
14Feb2015	am	Yes	15.50 Sedan	\$000.00	Harley KEENER	Donat BLAISE	John JAMESON
15Feb2015	am	Yes	15.50 Sedan	\$000.00	Harley KEENER	Donat BLAISE	John JAMESON
16Feb2015	am	Yes	15.50 Sedan	\$000.00	Harley KEENER	Donat BLAISE	John JAMESON
17Feb2015	am	Yes	15.50 Sedan	\$000.00	Harley KEENER	Donat BLAISE	John JAMESON
18Mar2015	am	Yes	15.50 Sedan	\$000.00	Harley KEENER	Donat BLAISE	John JAMESON
19Mar2015	am	Yes	15.50 Sedan	\$000.00	Harley KEENER	Donat BLAISE	John JAMESON
20Feb2015	am	Yes	15.50 Sedan	\$000.00	Harley KEENER	Donat BLAISE	John JAMESON
23Feb2015	am	Yes	15.50 Sedan	\$000.00	Harley KEENER	Donat BLAISE	John JAMESON
24Feb2015	am	Yes	15.50 Sedan	\$000.00	Harley KEENER	Donat BLAISE	John JAMESON
25Feb2015	am	Yes	15.50 Sedan	\$000.00	Harley KEENER	Donat BLAISE	John JAMESON
26Feb2015	am	Yes	15.50 Sedan	\$000.00	Harley KEENER	Donat BLAISE	John JAMESON
27Feb2015	am	Yes	15.50 Sedan	\$000.00	Harley KEENER	Donat BLAISE	John JAMESON
				Total	XXXX.XX		

Unforeseen variation to run, other than absences.
An accident occurred on the afternoon of 20/02/15 resulting in a detainee flying from extra.

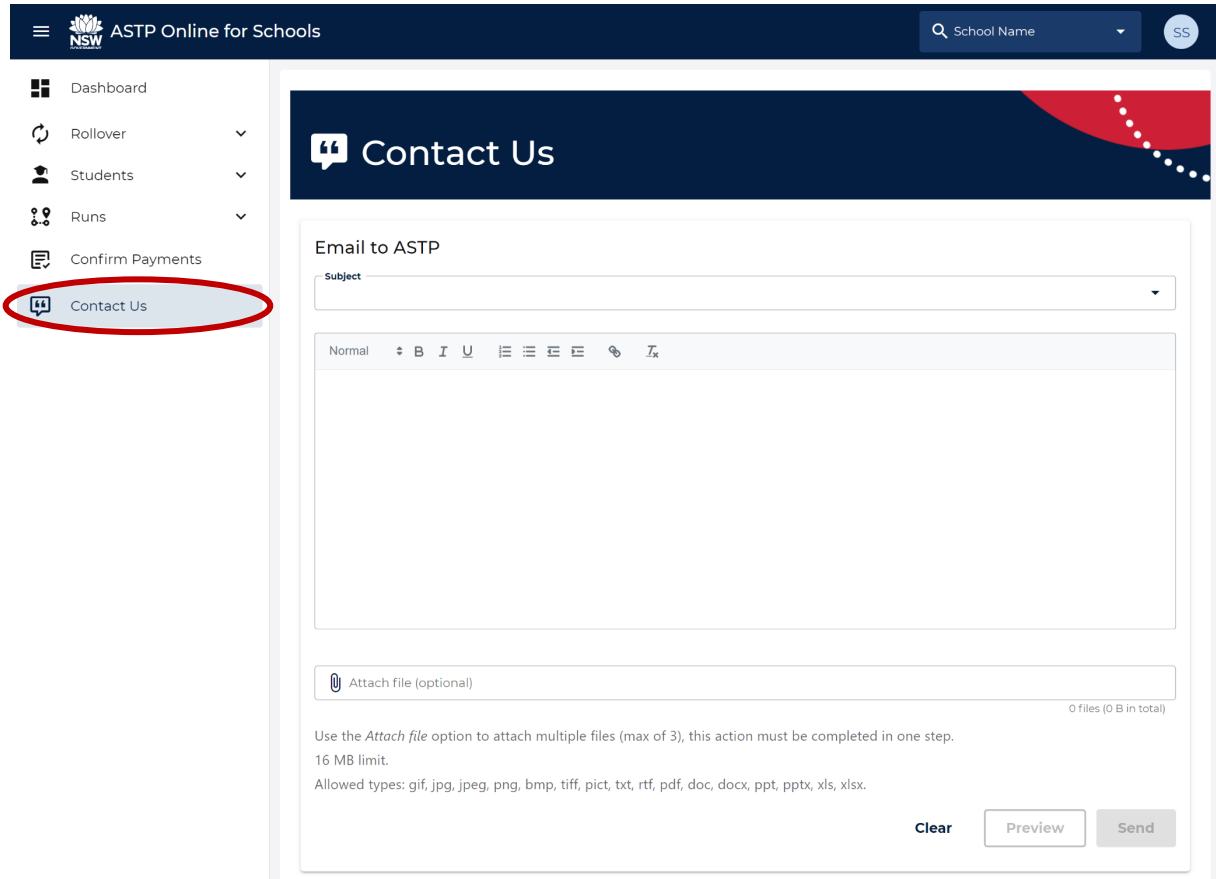
- Once you have reviewed all the payment claims and confirmed that the information is accurate and all issues have been identified, click the **Submit** button.
- A confirmation message will appear. Click **Ok** to submit or **Cancel** to continue working.

Note: Once you click *Ok*, all payment claims that were marked with a *Yes* or *No* will be submitted and removed from the list.



Contact Us

1. From the Dashboard or left side main menu, click **Contact Us**.



The screenshot shows the 'ASTP Online for Schools' interface. On the left, a navigation menu lists 'Dashboard', 'Rollover', 'Students', 'Runs', 'Confirm Payments', and 'Contact Us', with 'Contact Us' circled in red. The main content area is titled 'Contact Us' and contains an 'Email to ASTP' form. The form includes a 'Subject' dropdown menu, a rich text editor with a toolbar (Normal, Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink), an 'Attach file (optional)' button, and a '0 files (0 B in total)' indicator. Below the attach button, there is a note: 'Use the Attach file option to attach multiple files (max of 3), this action must be completed in one step. 16 MB limit. Allowed types: gif, jpg, jpeg, png, bmp, tiff, pict, txt, rtf, pdf, doc, docx, ppt, pptx, xls, xlsx.' At the bottom right of the form are 'Clear', 'Preview', and 'Send' buttons.

2. Select a **Subject** from the dropdown that closest resembles your enquiry.
3. Enter your enquiry within the textbox.
4. Optionally, **Attach file(s)** relevant to your enquiry.
5. Optionally, click the **Preview** button to review your enquiry before sending.
6. Once your enquiry details are completed, click the **Send** button.
7. A green **Email sent** alert will confirm your email has been sent successfully.

Technical support

Should you encounter any technical issues with ASTP Online for Schools, please visit our [technical support page](#).