

# Contractor checklist: First day of school pick-up

Email the ASTP on [contractors.astp@det.nsw.edu.au](mailto:contractors.astp@det.nsw.edu.au) or phone **1300 338 278** if information on your run card needs to be updated.

Yes	First day of school pick-up checklist
<input type="checkbox"/>	<b>Ensure your details on the run card are correct</b> <ul style="list-style-type: none"> <li>Check information on vehicles, drivers and Assisted Travel Support Officers (ATSO)</li> </ul>
<input type="checkbox"/>	<b>Ensure you have correct information prior to the first scheduled school day</b> <ul style="list-style-type: none"> <li>Check the NSW school term dates (for students)</li> </ul>
<input type="checkbox"/>	<b>Confirm the first day of school attendance for the student</b> <ul style="list-style-type: none"> <li>Many non-government schools and support classes have different start times for students at different year levels</li> <li>Contact the school if necessary. Contact information is on the run card.</li> </ul>
<input type="checkbox"/>	<b>Contact the parent to confirm dates, times and pick-up and drop-off arrangements</b> <ul style="list-style-type: none"> <li>Advise parents that pick-up and drop-off times may vary depending on traffic conditions.</li> </ul>
<input type="checkbox"/>	<b>Ensure there are safe pick-up and drop-off kerbside areas for both the student and the vehicle (at both the student's home and school)</b> <ul style="list-style-type: none"> <li>Drivers must wait at the kerb. They are not permitted to go onto private property to pick up and drop off students.</li> <li>If the parent informs you that there are special travel requirements for their child, please confirm these with ASTP.</li> </ul>
<input type="checkbox"/>	<b>Check if the run requires an ATSO</b> <ul style="list-style-type: none"> <li>If an ATSO is assigned, arrange a mutually agreed pick-up and drop-off point.</li> </ul>
<input type="checkbox"/>	<b>Vehicle is clean and fully functional with operating air conditioning</b> <ul style="list-style-type: none"> <li>It is the parent's responsibility to supply special equipment (e.g. wheelchairs, belt buckles, car/booster seats, etc)</li> </ul>
<input type="checkbox"/>	<b>Drivers and relief drivers are trained in ASTP requirements, including what to do in <a href="#">emergency situations</a></b>
<input type="checkbox"/>	<b>Driver is able to comply with the run schedule</b>
<input type="checkbox"/>	<b>Check your emails, ASTP Online and our <a href="#">website</a> regularly for updates</b>
<input type="checkbox"/>	<b>Driver greets the student and parent in a friendly and professional manner</b>