PARENT FACT SHEET #1
Eligibility

Parents play an important role in supporting the safe travel needs of their child to and from school.

Assisted School Travel Program

All families are responsible for the transport of their children to and from school. Families who have a child with a disability may be eligible for transport through the Assisted School Travel Program (ASTP).

The program supports those eligible students who need transport assistance in order to attend school where it is necessitated by the nature of the student's disability and the circumstances of the family.

Families and schools need to assess a student's travel support needs and explore the suitability of all forms of travel to and from school including the School Student Transport Scheme and the Private Vehicle Conveyance Subsidy. Both schemes are managed by Transport for NSW. Your child's school will provide information for you on these schemes.

Eligibility criteria for ASTP

To be eligible to apply for ASTP a student must be:

- assessed as having an identified disability according to the Department of Education's Disability Criteria May 2003; and
- a NSW resident and enrolled in the closest appropriate NSW government or non-government school; and
- enrolled in a special school or support class or an early intervention program or require high level of assistance for mobility purposes if enrolled in mainstream; and
- assessed as unable to travel independently.

In addition, a student must have parents who are unable to provide transport to and from school either fully or in part.

For a complete guide to the eligibility criteria for the program go to the ASTP website www.schools.nsw.edu.au/astp

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[1] Reference in this document to "parent" includes a guardian, carer or other person having the parental responsibility or care of the student

Where can I find further information?

The ASTP website contains information about the program, the eligibility criteria, how to apply and all the necessary forms – *http://www.schools.nsw.edu.au/astp/*

If you have any questions or concerns relating to applications, ATSOs, drivers or travel arrangements for your child, please contact your school or ASTP staff for assistance Monday to Friday 8:00am to 5:00pm on **1300 338 278** or email ASTP at parents.astp@det.nsw.edu.au

How do I apply for ASTP?

Complete Part A of the *Application for Assisted School Travel* form which is available from the ASTP website *www.schools.nsw.edu.au/astp* and submit it to the school. Part B of the form will be completed by the school.

If you are unable to transport your child to and from school, supporting documents such as medical certificates, car mechanic reports or TAFE and University timetables may be required.

Who approves applications and organises ASTP?

The school lodges your application for assessment and processing by ASTP. Where possible, ASTP will do this within seven working days and you will be advised in writing of the outcome.

If travel is approved, ASTP will organise the transport arrangements for your child. Before transport commences the contractor/driver will contact you regarding pick up and drop off times to and from your child's school.

What can I do if my application for ASTP services is not approved?

Contact the school in the first instance to discuss the reasons as to why your application was not approved. Schools and parents can then seek advice from ASTP. Parents may lodge an appeal to ASTP using the *Appeals Panel Request* form. Additional supporting information should be sent with this form. The Appeals Panel meets on the third Wednesday of each month. Appeal requests must be received at ASTP on or before the second Wednesday of the month.

For more information contact

Assisted School Travel Program
Locked Bag 7009
Wollongong East
NSW 2520

generalenquiries.astp@det.nsw.edu.au

1300 338 278

www.schools.nsw.edu.au/astp

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