

## ASSISTED STUDENT TRAVEL PROGRAM

### REGISTRATION OF INTEREST IN BECOMING A SERVICE PROVIDER

#### Background

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The Department of Education and Communities is a New South Wales Government Department, subject to the direction and control of the Minister for Education.

The Department aims to meet the needs of students, industry and the community through the provision of a range of quality programs and services that are supported by relevant curricula, comprehensive teacher skills, modern facilities and skilled management. The Department delivers educational services across NSW through more than 2,240 schools. The Department supports the national vocational education and training system and promotes effective participation of industry and the community in educational planning.

The Assisted School Travel Program is administered centrally for services across New South Wales by the Assisted School Travel Program (ASTP) located at the Department's Wollongong State Office, 84 Crown Street, Wollongong, NSW 2500.

ASTP provides services to support the travel needs of eligible students with disability to access education throughout New South Wales. Services are currently provided to an average of over 10,500 students, attending over 700 Government and Non-Government schools throughout NSW daily during school terms.

Assisted school travel services are provided for eligible students to travel between home and school with a maximum of two trips per day. The Department currently engages through contractors to provide more than 2,300 transport services (Runs) daily.

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**SECTION 2**

Please answer all questions below with a YES or NO

COMPLIANCE AND CAPACITY QUESTIONNAIRE		YES/ NO
<b>1.</b>	<p><b>Public Liability Insurance</b></p> <p>The Assisted School Travel Program requires all operators to have Public Liability Insurance to the value of \$20 million. This is a mandatory requirement under the program.</p> <ul style="list-style-type: none"> <li>• Before an operator can be allocated a Transport Run the Department of Education and Communities (the Department) requires evidence that you have obtained the required Public Liability Insurance. Further Information on Public Liability Insurance can be found at <a href="http://www.legislation.nsw.gov.au/">http://www.legislation.nsw.gov.au/</a></li> </ul> <p>Q: Do you currently have Public Liability Insurance to the value of \$20 Million?</p> <p>Q. If you do not currently have Public Liability Insurance are you prepared to obtain the required Insurance?</p> <p>Q. If you are to acquire insurance how much notice do you require to obtain the insurance?</p> <p>_____</p>	
<b>2.</b>	<p><b>Workers Compensation Insurance</b></p> <p>Workers Compensation provides protection to workers and their employers in the event of a work related injury or disease.</p> <p>It is a legislative requirement under <i>Workers Compensation Act 1987</i> No 70 for the operation of all business' to provide Workers Compensation insurance for the protection of all employees. The Department deems it mandatory to provide this insurance and you will be required to provide supporting documentation on compliance assessment.</p> <p>Full details of this requirement can be sourced on NSW Local Government Work Cover Authority website: <a href="http://www.workcover.nsw.gov.au/aboutus/workerscompensation/Pages/default.aspx">http://www.workcover.nsw.gov.au/aboutus/workerscompensation/Pages/default.aspx</a></p> <p>The workers compensation system operates under the <i>Workers Compensation Act 1987</i> and the <i>Workplace Injury Management and Workers Compensation Act 1998</i>.</p> <p>Q: Do you and your sub-contractors have Workers Compensation Insurance for all employees?</p>	
<b>3.</b>	<p><b>Communication</b></p> <p>It is necessary for the Department to have reliable and sustained communication with Operators/Drivers under the Assisted School Travel Program.</p> <ul style="list-style-type: none"> <li>• The Department requires that the Operators and Drivers have internet and email facilities for timely communication</li> <li>• That Operators and Drivers provide a daily communication system via two way radio or mobile phone when providing the service</li> <li>• That Operators and Drivers have sufficient language skills to enable oral communication with students, parents/carers and school staff, taking into consideration the special behavioural and medical needs of students with disability</li> </ul> <p>Q: Do you have email and internet facilities?</p>	

<p>4.</p>	<p><b>‘Business Use’ Registration</b></p> <p>The Department requires that all vehicles participating in this program must have a current ‘business use’ registration in the State or Territory where the vehicle is garaged (<i>where the nominated vehicle is not otherwise used for substantially private purposes</i>)</p> <p><b>Q: Are or will all vehicles offered for use registered for “business use”?</b></p>	
<p>5.</p>	<p><b>Comprehensive Motor Vehicle Insurance - ‘Business Use’</b></p> <p>The Department requires that all vehicles operating under the Assisted School Travel Program MUST be covered by a current comprehensive motor vehicle insurance policy which covers damage caused by all drivers utilising the vehicle in the provision of the Service. <b>(Note: Taxi insurance should be as per the Special Conditions at Schedule 4 to Part D of the EOI)</b></p> <p><b>Q: Do or will all vehicles offered for use have comprehensive motor vehicle insurance for “business use”?</b></p>	
<p>6.</p>	<p><b>Vehicle Age</b></p> <p>The Department requires that any vehicle participating in the program does not exceed 15 years of age at any point during the validity of the Eligible Service Providers (ESP) list. Taxicabs and Hire Cars are exempt from this requirement and must comply with the requirements of the <i>Passenger Transport Act 1990</i>. Operators will be required to identify replacement vehicle/s once the nominated vehicle has exceeded the 15 year age requirement. The Department may, at its discretion, consider granting exemptions from this vehicle age requirement in circumstances where vehicles over 15 years of age have been modified, are well maintained or have been assessed as fit for the purpose of providing transport services, for example, a bus that has been fitted out to carry wheelchairs. The Department requires that any modifications to vehicles must have a current (less than 3 years old) Engineering Certificate from a Roads and Maritime Services recognised engineering signatory, covering all modifications, including restraint systems, lifts and ramps.</p> <p>Vehicles with wheelchair carrying capacity must also meet the following requirements:</p> <ol style="list-style-type: none"> <li>i. all wheelchair restraint systems MUST include occupant restraints and be used and fitted in accordance with Australian Standard AS.2942:1994. Instructions for use on the restraint system MUST be clearly displayed in a prominent position within the vehicle; and</li> <li>ii. all vehicles with hoist and lift mechanisms must not obstruct any passenger access and egress and must satisfy Australian/New Zealand Standard “AS/NZS.3856.2: 1998 Hoist and ramps for people with disabilities – vehicle mounted”.</li> </ol> <p>Any other modification to vehicles, for example, additional seats, changing of seating arrangements, must be in accordance with the relevant Australian Design Rule and relevant Australian Standards and certified by a Roads and Maritime Services recognised engineering signatory.</p> <p>Any costs associated with requirements for certification regarding modifications or fitness for purpose must be met by the respondent. ESP status and any allocated Runs will be withdrawn if vehicles exceed 15 years of age and an exemption has not been granted by the Department. Age of taxicabs must comply with the requirements of the <i>Passenger Transport Act 1990</i>.</p> <p><b>Q: Are or will all vehicles offered for use be 15 years of age or less?</b></p>	
<p>7.</p>	<p><b>Vehicle Restraints</b></p> <p>For the safety and comfort of travelling students and driver, it is a legislative requirement</p>	

	<p>that all vehicles comply with requirements for seat belts or other restraints in accordance with Australian Standards and Design Rules as applicable to vehicle categories.</p> <p><b>Q: Are or will all vehicles offered for use fitted with restraints that comply with Australian Standards and Design Rules?</b></p>	
<b>8.</b>	<p><b>Vehicle Locking Devices</b></p> <p>For the safety and security of travelling students the Department requires that all vehicles must have functioning locking devices fitted to all doors.</p> <p><b>Q: Do or will all vehicles offered for use have locking devices fitted to external doors?</b></p>	
<b>9.</b>	<p><b>Vehicle Air Conditioning</b></p> <p>For the comfort of travelling students the Department requires that all vehicles must be fitted with an air conditioning system that is fully operational and regularly maintained.</p>	
<b>10.</b>	<p><b>Vehicle Configuration</b></p> <p>For ease of access and egress the Department requires that all passenger sedan vehicles operating under the Assisted School Travel program must have a minimum of 4 working doors.</p>	
<b>11.</b>	<p><b>Vehicle Modification - Engineering Certificates</b></p> <p>The Department requires presentation of Engineering Certificates for modifications to any vehicle operating under the Assisted School Travel program. Failure to provide a current (less than 3 years old) Engineering Certificate from a Roads and Maritime Services recognised engineering signatory, covering all modifications, including restraint systems, lifts and ramps may result in withdrawal of allocated Run/s.</p> <p>Vehicles with wheelchair carrying capacity must also meet the following requirements:</p> <ol style="list-style-type: none"> <li>i. all wheelchair restraint systems MUST include occupant restraints and be used and fitted in accordance with Australian Standard AS.2942:1994. Instructions for use on the restraint system MUST be clearly displayed in a prominent position within the vehicle; and</li> <li>ii. all vehicles with hoist and lift mechanisms must not obstruct any passenger access and egress and must satisfy Australian/New Zealand Standard "AS/NZS.3856.2: 1998 Hoist and ramps for people with disabilities – vehicle mounted".</li> </ol> <p>Any other modification to vehicles, for example, additional seats, changing of seating arrangements, must be in accordance with the relevant Australian Design Rule and relevant Australian Standards and certified by a Roads and Maritime Services recognised engineering signatory.</p> <p><b>Q: Do or will all vehicles offered for use have Engineering Certificates as required?</b></p>	
<b>12.</b>	<p><b>Vehicle Warning Signage</b></p> <p>It is a legislative requirement that all vehicles with a seating capacity of 12 or more seats (bus), including the driver's seat may be required to be fitted with appropriate warning signs and lights in accordance with Roads and Maritime Services technical specifications approved under Clause 94 of the <i>Road Transport (Safety and Traffic Management) Regulation 1999</i>. For further information regarding this requirement please refer to Roads and Traffic Authority website at <a href="http://www.rta.nsw.gov.au">www.rta.nsw.gov.au</a>.</p> <p><b>Q: If you offer a bus, does or will the bus have appropriate warning signs (if applicable)?</b></p>	

<p><b>13. Drivers – Current NSW Driver’s Licence</b></p>	<p>It is a mandatory requirement to hold a <u>current full Driver’s Licence</u> for the vehicle type being driven and any other authorisation required to drive that vehicle operating under the Assisted School Travel Program.</p> <p>All Drivers must consent to and authorise the Roads and Maritime Services to disclose to the Department drivers licence details</p> <p><b>Q: Do all drivers offered for use have a current driver’s licence for the nominated vehicle type?</b></p>	
<p><b>14. Drivers – Communication English Language</b></p>	<p>The Department requires that Operators/Drivers have sufficient language skills to enable oral communication with students, parents/carers and school staff, taking into consideration the special behavioural and medical needs of students with disability.</p> <p><b>Q: Do all drivers have English language skills?</b></p>	
<p><b>15. Occupational Health Safety and Rehabilitation</b></p>	<p>You will be required to comply with OHS&amp;R statutory obligations and agree to continue to do so for the term of the Program/Term of Agreement. For further information relating to the requirements under OHS&amp;R please refer to the following website links:</p> <p><a href="http://www.workcover.nsw.gov.au/">http://www.workcover.nsw.gov.au/</a></p> <p><a href="http://www.workcover.nsw.gov.au/newlegislation2012/Pages/default.aspx">http://www.workcover.nsw.gov.au/newlegislation2012/Pages/default.aspx</a></p> <p><b>Q: Do you currently comply with OHS&amp;R statutory obligations and agree to continue to do so for the Term of any Agreement awarded?</b></p>	
<p><b>16.</b></p>	<p>In completing the Response have you complied with, and do you agree to maintain compliance with the <i>Code of Practice for Procurement</i> for the Term of any Agreement awarded and provide evidence of compliance when requested by the Department during the Term of the Agreement?</p>	
<p><b>17. Registered Business</b></p>	<p>For compliance and eligibility under the Assisted School Travel Program, the Department requires that Operators/Drivers possess an Australian Business Number (ABN)</p>	
<p><b>18. Subcontractors</b></p>	<p>For compliance under the Assisted School Travel Program, an Operator will not sub-contract to more than one level (this means that the delivery of services must be provided by the Eligible Service Provider or the Eligible Service Provider’s employees or by an approved subcontractor engaged directly by the Eligible Service Provider to provide the service).</p> <p>Sub-contractors may only be utilised with the <u>prior written agreement</u> of the Department and the Eligible Service Provider will remain responsible for all aspects of service delivery in accordance with the Department’s requirements.</p>	
<p><b>19. Child Protection and Criminal History Screening</b></p>	<p>The Department requires compliance and eligibility under the Assisted School Travel Program that all Drivers submit and pass all child protection clearance and approval requirements and must consent to and authorise the Roads and Maritime Services to disclose to the Department drivers licence details.</p>	

<b>20. Vehicle Standard/Condition</b>	The Department requires that all vehicles, regardless of age, are to be maintained in hygienic, safe and good working order to the satisfaction of the Department and in accordance with the requirements of Transport of NSW and the Roads and Maritime Services.	
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I, \_\_\_\_\_ confirm that all answers provided are correct and agree to be bound by all the conditions contained in this section against which I have answered "YES".

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ (Potential Provider)

**OHS&R Statutory Obligations:**

You will be required to comply with OHS&R statutory obligations and agree to continue to do so for the term of the Program/Term of Agreement. Please refer to

<http://www.workcover.nsw.gov.au/Pages/default.aspx>

I, \_\_\_\_\_ acknowledge, accept and agree to be bound by all conditions pertaining to the Assisted School Travel Program.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ (Potential Provider)