

Application for Approval to Use a Sub-Contractor to Provide Assisted School Travel Services

Contractor Details: (This is an Eligible Service Provider (ESP) who is allocated Runs under contract)

Business Name:
Australian Business Number (ABN):
Vendor Number (issued by DEC):

Application to nominate a sub-contractor

Details of the Sub-Contractor proposed are:

Business Name:			
Australian Business Number (ABN):			
First Name:		Last Name:	
Address:			
Town/City:		Post code	
Telephone (work):		Telephone (home):	
Mobile:		Email **:	

******Please note that if you have a Hotmail account we currently have difficulty sending to email addresses from those accounts. Please provide an alternative email address if possible.

I have read and understood the terms of compliance with Clause 25 of the Contractors Agreement to supply transport services for the Assisted School Travel Program. Please tick (✓) one option.

Yes No

Applications for sub-contractors must include the following documents:

1. A Copy of an agreement between the Contractor and the sub-contractor that ensures that all conditions of the agreement between the Department of Education and Communities and the Contractor are maintained.
2. A signed statement from the subcontractors in respect of compliance with the various requirements of s175B Workers Act 1987, Schedule 2 Part 5 Payroll Tax Act 2007, and s127 Industrial Relations Act 1996.
3. Copies of Registration certificates of all vehicles offered for service by the sub-contractor.
4. Copies of Engineering certificates if a vehicle offered for service has been modified(example: vehicles fitted for wheel chairs)
5. Driver Licence and Registration
6. Child Protection Clearance Forms

Note: Submission of this form is not an authority to use a sub-contractor the use of a sub-contractor must be confirmed in writing by the Department before a sub-contractor can be used for services.