

OA Reablement service	OA Day Care	OA Residential Care	Domiciliary Services	DMH Day Services	DMH Supported Living	DMH Residential Services	EIA'd
*	✓	*	*	✓	*	*	✓

T6 TRANSPORT TO AND FROM DAY SERVICES

POLICY

To ensure staff are aware of their roles and responsibilities with transport arrangements for service users travelling to and from day services.

PROCEDURE

1. Transport arrangements for service users to and from day services are agreed by Adult and Local Services.
2. It is the transport driver / escort's responsibility to escort the service user to and from the vehicle to the front door of the day service. Day service staff must greet the service users where possible and once inside the building, the day service staff are responsible.
3. If transport issues arise outside of normal office hours, the day service staff / supervisor / manager must contact their local transport provider to rectify this. Any issues must be reported to Adult and Local Services transport department as soon as practicably possible.
4. If the staff member cannot contact their named local transport provider or the family, he / she must make alternative transport arrangements for the service user and any cost incurred can be reimbursed.
5. If a service user wishes to amend or cancel their usual attendance they must arrange and pay for this themselves.
6. If a service user wishes to only attend day services for one session (or half a day), then transport will only be supplied in one direction (at either the beginning or end of the day). The service user must make their own arrangements for the return journey.
7. Any concerns regarding transport should be recorded and reported to Adult and Local Services transport department.
8. Please refer to the Adult and Local Services transport policy which can be found on the Cumbria County Council Elibrary.

Transport within Day Services

Date	12/03/12							Issue date
Amendment	1							13/05/08 P&P

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T6

1. All minibuses used within day services have a maintenance contract through the County Council and are inspected, serviced and maintained regularly.
2. Staff driving minibuses must have the appropriate driving licence and will have undertaken specialist minibus driver training.
3. Seatbelts are installed in all minibuses and where appropriate wheelchair fixings are supplied.
4. Minibuses are insured on a fully comprehensive basis through the County Council.
5. On occasion, staff may use their own cars to assist service users. Staff using their own cars for work purposes must have business insurance. This is monitored by the line manager on an annual basis.

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Amendment	1							13/05/08 P&P