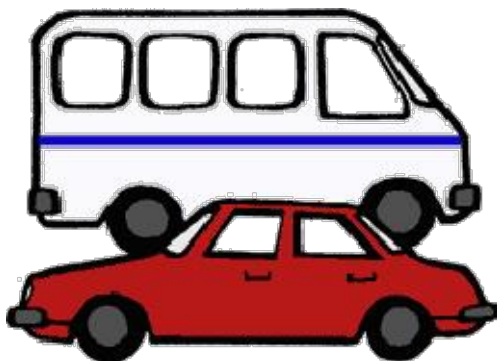


# Accessible Transport Policy



**October 2007**

*This accessible policy has been produced to assist the people we support to understand our policy framework within the context and best practice of inclusive communication. This accessible policy is not a substitute for the full policy document and therefore staff and managers must make themselves familiar with the full policy document.*

*The complete policy statement can be found within the Transport Policy document available from the Admin Team at the Consortium Office.*

## Introduction

There are lots of different ways that people within the Consortium can get to places



This policy tells us how we can pay for this transport, how we get it and how people control it



## Aims

To help Service Users lead lives as everyone else does



To get the right transport for people's needs



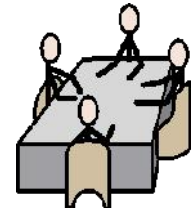
To promote using public transport; the bus is free for all people with disabilities



To make sure that Service Users and people that support them know of any changes to their transport

# What transport is right for people

People will meet to talk about this

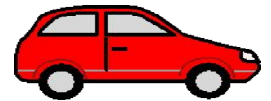


They will make a 'Personal Transport Support Plan' which will be looked at frequently to make sure it is right

Transport Support Plan		The Consortium	
<b>Key Practice Information</b>			
This support plan will be completed as part of the planning stage before any vehicle is ordered. It should be completed as part of a visit or telephone discussion with agreement (customer/holder of permit). Please tick or quote about any other individual's involvement in this process.			
This Support Plan is for:			
Scheme Name/No:			
<b>Transport Needs</b>			
What transport needs does the person have, will they need transport for:			
Day to day	Leisure and community activities	Shopping / Appointments etc.	Other
Comments:			
Does the person require staff support to access transport			Yes No
If Yes, what is the staff ratio (eg. 1:1, 2:1 etc)			
<b>Transport Options</b>			
What is the preferred method of transport?	Public transport	Shared transport	Own transport Other
Comments:			
<b>Finances</b>			
How will the transport and running costs (if applicable) be paid for?			

## Transport Options

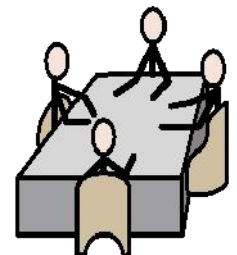
Getting a car on Motability



Buying their own car or buying a car with the people they live with

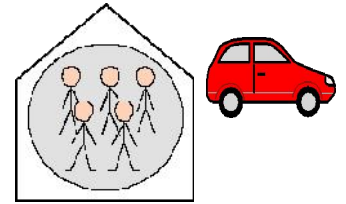


When people buy their own car there should also be a meeting to discuss this and to see if there are going to be any problems



These cars need to be right for the person and fit their needs

Staff can take Service Users in their car if they agree



When staff do this they can get money back for the journeys that they do at work



It is the staff member's job to deal with the insurance companies. If there is an accident and it is the Service User's fault then they will have to pay for it



## Sharing a Vehicle

If people want to share a car then they have to fill out a 'Shared Transport Agreement'

Shared Transport Agreement		The Consortium
<small>PLEASE PRINT CLEARLY</small>		
<small>This Agreement must be completed upon the signing of the vehicle hire. It will be completed upon the end of the hire. It is a legal document and must be kept for 6 months. It is a legal document and must be kept for 6 months.</small>		
Scheme Name	Scheme Number	
This is an agreement between	and	
To share this vehicle	Make	Model
		Reg No
<b>Paying for the vehicle</b>		
How is the vehicle to be purchased?	<input type="checkbox"/> Lease	<input type="checkbox"/> Purchase
If Mobility - how much is the deposit?	£	
If Mobility - user purchasing vehicle:		
User paying deposit and running costs:		
If being purchased outside of Mobility provide details:		
<b>Running Costs</b>		
What money will be used to meet all running costs?		
How much money is available each week?	£	

This is to make sure that it is fair on all the people sharing the vehicle

## Replacing or renewing a vehicle

This needs to be done every so often



## Drivers

Staff drivers need to be tested to make sure they are good enough to drive

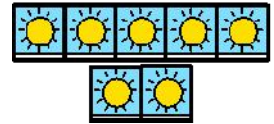


They also need to be tested to make sure they are legally allowed to drive



## Looking after the vehicle

Check the vehicle every week to make sure it has everything it needs



Clean it



Accidents need to be reported to managers

