

HEMEL HEMPSTEAD DAY CENTRE LTD

Company Registered in England No: 1288177

Registered Charity No: 272688

HALF MOON YARD, HIGH STREET, HEMEL HEMPSTEAD, HP1 3AE

Phone 01442 262746

E mail: info@thecentreinthepark.org

TRANSPORT POLICY

PURPOSE OF THE POLICY

The purpose of this transport policy is to ensure the safety - to and from the Day Centre - of service users and staff, staying in line with current laws. The bus is hired from Community Action Dacorum, and they are responsible for maintaining & repairing the bus at all times. They are responsible for safety checks every six weeks and MOT and service the bus when legally required.

DRIVERS & PASSENGER ASSISTANTS

- Drivers must have a full UK driving licence including, D1 entitlement and successfully complete the HCC welfare bus driving assessment (arranged by CAD)
- Drivers and passenger Assistants must be subject to an enhanced CRB check to ensure the safety of themselves and the vulnerable adults they will be working with.
- There must always be both a Driver and a Passenger Assistant for any journey with service users on board.
- Driver must do a visual safety check of the bus before each journey.
- Driver must report any faults to Community Action Dacorum & Day Centre Manager immediately.

SERVICE USERS.

- The maximum capacity of the bus must never be exceeded at any one time.
- All Service users, Driver and Passenger Assistant must be seated with a seatbelt fastened when the bus is in motion.
- Individual person-centred risk assessments must be completed for each service user.
- **CREATED:** August 2017
- **REVIEWED:** Approved by the board Sept 2017