



Working Together Ludlow

to include people with learning difficulties

Date Policy Adopted by the Board of Trustees:	February 2020
Policy Review Date:	February 2022

Providing Transport to Members Policy

Working Together exists to support our members, adults and young people with learning disabilities and difficulties, and to promote the positive role people with learning disabilities can play in the local community.

Our aim is to provide meaningful work, training and independent living skills and a range of regular recreational activities and social opportunities.

Policy

At the beginning of each Working Together session there will be a member of staff in charge who will welcome members and who will be aware of their transport arrangements.

Working Together emphasises the need for parents or carers to take the initiative in providing transport.

Working Together expects parents/guardians to transport their children/young people/ vulnerable adults wherever possible.

If a lack of transport prevents members from attending sessions or discourages parents from bringing members to activities then Working Together may be able to arrange for taxi's subject to grant funding availability.

In the event of particular hardship, we would encourage parents/guardians to apply for help with meeting the cost of transport, for example, through funding available from the local authority.

If such support is unavailable Working Together may, in exceptional circumstances, offer to subsidise transport costs. The arrangements in these cases will be made by the parents in consultation with the Chief Executive and Chair of Trustees.

Use of staff/volunteer cars

More details relating to the use of personal vehicles is included in the **Transport and Driving at Work Policy**.

- In cases where an employee or volunteer's car is needed to transport members they **must have the necessary parent's/carers permission**
- Anyone using their car for Working Together must have business insurance - cars should only be used if the insurance states "business use" and an up to date copy of the policy should be kept on file in the office

- Staff must ensure that seat belts are used in all circumstances
- Risk assessments undertaken by the Chief Executive or senior member of staff will assess the staff/volunteer to member ratio for any journeys undertaken in personal vehicles.
- All staff and volunteers that drive any Working Together members will be DBS checked.

An ambulance should be called in a major emergency.

For more details on the use of personal vehicles in the course of Working Together activities see Working Together's Driving at Work Policy, Working Together Health and Safety Policy and associated Risk Assessments held in Health and Safety file in office.

Use of hired/loaned minibuses, coaches and taxis

When using hired or loaned transport Working Together will ask the company/ organisation to confirm that all vehicles have been checked for appropriate safety mechanisms and restraints and that all drivers are suitably trained and hold the necessary permits and licences and DBS checks.

Parents/carers must give their permission for members to go on trips using hired or loaned transport.

What we currently do

Working Together arranges a weekly taxi service on a Tuesday afternoon for members from Rockspring to Ludlow College for sports and back again for Youth Club or Diversity.

We currently use Annette's Taxis for transport between the Tuesday activity clubs.

Working Together occasionally hires a self drive minibus for trips.

Coaches are hired for larger numbers on trips.

Working Together staff and volunteers transport members as part of our supported activities for:

- Weekly shopping
- Chores like tip runs or Furniture Scheme collection
- Isla Bikes weekly lunch drop-off
- Pick up/drop-off from station/bus stops
- Local trips and outings
- Events
- Emergency home drop-offs/Hospital

All journeys undertaken by Working Together staff and volunteers are governed by our Driving at Work Policy.

All documents relating to this policy are kept in the office at Rockspring.

The Rockspring Centre, Ludlow, Shropshire, SY8 1SX

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