

COMMUNITY TRANSPORT SERVICE
Group Membership Application

Name of Organisation	
Name Of Main Contact	
Address	
Postcode	
Main Telephone	
Mobile Telephone	
Email	

Aims Of Your Organisation (Give brief details)

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Organisational Status (Please answer every question)

Is your group:	YES	NO
A community/voluntary group?		
A statutory body?		
A registered charity?		
If yes state charity registration number		
Are you a profit-making organisation?		

If yes, legally we are not in a position to provide you with transport unless you can demonstrate that you have a separate residents group who are able to independently book with our community transport service.

Details of Residents Group

Residents Group Name	
Group Leader/Advocate ¹ Name	
Address	
Postcode	
Main Telephone	
Mobile Telephone	
Email	

Please note that we will contact the Group Leader/Advocate in the event of an emergency.

Office Use Only

Group Number		Start Date		D2D Spreadsheet	
Payment method		PI Slip No		AKM	

Name and address where invoices should be sent (please complete in full)	
We will send group invoices to the group representative named below. <i>Where a member of the group pays for their individual membership we will invoice them separately.</i>	
Name	
Address	
Postcode	
Main Telephone	
Mobile Telephone	
Email	

Terms And Conditions (Please read carefully before signing Declaration)
<p>Group Information</p> <ul style="list-style-type: none"> • Before the any agreed day of travel the group will provide a full list of all group members, including escorts, who will be travelling, to the Centre 81 Community Transport Administrator. • The Group Leader/Advocate will work with Centre 81 to reduce potential risks and ensure that all group members abide by risk assessments.² • The Group Leader/Advocate will ensure that group members understand and abide by the Terms and Conditions whilst using/travelling on vehicles operated by Centre 81 Community Transport Service. • The Group Leader/Advocate, on behalf of the group, understands that any breach of the Terms and Conditions may result in Centre 81 suspending or terminating the group membership. <p>Operating Information</p> <ul style="list-style-type: none"> • Centre 81's Community Transport operates under Section 19 of the Local Transport Act • Group members must meet one or more of the following criteria to use our buses: <ul style="list-style-type: none"> ○ Individuals who have physical or other disabilities ○ Individuals who are frail due to the aging process ○ Individuals who require specialist mobility equipment including wheelchairs or any walking aids. ○ Anyone who is isolated from their local community due to lack of public transport. • Any member who is under 16 must be accompanied by a responsible adult. • The agreed group membership fee must be paid annually in advance. The membership fee is subject to review and any changes will be agreed with the Group Leader/Advocate. Written notice, by post or email, will sent to confirm any changes and the date they take effect. • Cancellations must be notified to Centre 81 as soon as possible. If you repeatedly cancel without prior notice you are likely to incur a cancellation fee.

Seatbelt Information

The safety of our passengers, drivers and other road users is paramount and therefore, the following road safety rules **must** be followed:

- All seats in our vehicles are fitted with a seatbelt which **must** be worn at all times **unless** a member has a medical exemption certificate. Wheelchair occupants will be provided with two seatbelts that are anchored to the floor tracking.
- Only 1 person is allowed in each seat.
- If a member has a medical exemption and they do not have to wear a seat belt they will have been given a 'Certificate of Exemption from Compulsory Seat Belt Wearing' from their doctor. They must:
 - show this to the driver
 - have it available to show to the police if stopped
- Children must use the correct car seat as detailed in the Highway Code, road safety and vehicle rules, for their weight until they reach 135cms tall or their 12th birthday, whichever is first. The child safety seat or booster cushion, where required, must be provided by the adult travelling with them. Centre 81 is not responsible for providing baby or child seats.

Data Protection – Privacy Policy

- This privacy notice is published in accordance with the EU General Data Protection Regulations (GDPR) 2018. This notice provides general information on the way in which the personal information you provide for your group is managed and processed by Centre 81.
- The information you have provided to us will be used to administer your community transport service group membership. We will store the group members personal data securely in accordance with statutory requirements and our retention policy. We will not share your groups data with any third party unless we are legal obliged too.

Declaration *(must be signed by the Group Leader/Advocate)*

On behalf of the above group I confirm that we fully understand the Terms and Conditions and agree to abide by them whilst using the community transport service. I further understand that any changes to the groups status or group leader/advocate must be notified to Centre 81 immediately.

Name			
Signature		Date	

Guidance Notes

¹What is an Advocate?

An advocate is a person who represents and works with individuals or groups of people who require the support of others. Advocates are either formal or informal.

- Informal Advocates are usually family members or good friends. They will know you very well. You trust them to support you, to help you fill out forms and if needed to talk on your behalf, but they cannot make decisions on your behalf. Your informal advocate has no legal powers. Informal advocates are not paid professionals
- Formal Advocates can be members of your family or very close friends. You may have asked them to officially deal with your property and financial affairs or to make decisions regarding your health and welfare and the care you receive. If this is the case, then you will have appointed your family or friend via a legal process known as the lasting power of attorney. Your formal advocate may have been appointed by the courts to act on your behalf.

²Risk Assessments

A risk assessment will be carried out by Centre 81 staff, as appropriate, in conjunction with the group prior to the start of any membership and before using the Community Transport Service.

It is the responsibility of the group to alert Centre 81 to any known risks and to work with Centre 81 to complete a relevant risk assessment. Any changes to known risks, during the period of the group membership, must be discussed with Centre 81 as soon as possible and if required a new risk assessment will be completed.

The completed risk assessment will determine whether Centre 81 is in a position to provide the requested Community Transport. Where the risk assessment indicates that it is not viable to offer transport to an individual or to a specific group, then the individual, the group and/or the advocate will be asked to make alternative transport arrangements.

The final decision about the level of risk and the offer to provide transport is with Centre 81 and their decision is final.

Please return this completed form to :
Centre 81, Yare House, Morton Peto Road, Great Yarmouth, Norfolk. NR31 0LT