

Transport Provision Policy

Compass Disability Services Units 11-12 Belvedere Trading Estate Taunton TA1 1BH

March 2016
Review: March 2019

Introduction

Compass Disability Services aim is to provide services and facilities that are accessible to all users. Where funded transport is needed to enable user participation, and where funding allows, every effort will be made to make this available.

In line with our **Equal Opportunities Policy**, Compass Disability Services is committed to identifying and eliminating all forms of discrimination, providing equal opportunities to all and promoting diversity throughout our organisation.

Definition and scope of policy

For the purpose of this policy:

'Users' are people who use or benefit from Compass Disability Services activities and projects. Made up as follows:

- Individual service users or individual members of any project managed or facilitated by Compass Disability Services.
- Individuals who participate in consultation activities.
- Any carer of a disabled person who represents them and has an interest in our services/organisation.
- Trustees.
- Volunteers.

This policy applies to users as defined above and does not apply to staff, commissioners or Associate Members.

Transport provision will be considered for any meeting or event involving user participation that is managed by or facilitated by Compass Disability Services or one of its projects. Further consideration will be given for users to attend meetings or events managed or facilitated by external organisations where the user's involvement is considered to represent the best interests of Compass Disability Services or one of its projects

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Responsibilities

Project co-ordinator:

- It is the project co-ordinators role to arrange and refund transport in accordance with the list in section 'What to consider when arranging or refunding transport'.

User:

- To use public transport or arrange their own transport where possible.
- Retain tickets or receipts from public transport for reimbursement.

Finance:

- To reimburse the users travel costs on receipt of the claim either from the petty cash tin where funds are available or by BACs payment.
- If there are insufficient funds in petty cash or the amount is over the petty cash maximum of £15, the amount will be paid by BAC's Payment.
- The user may also request a cheque if they prefer this method of payment.

What to consider when arranging or refunding transport

Before confirming that Compass Disability Services are able to arrange and fund transport the following needs to be considered:

- Is funding provided by commissioners?
- Location of event/meeting - is it close to public transport?
- Does the User have access to their own transport?
- What are the User's individual circumstances? – E.g. could they access Public Transport, can they travel unaided?
- Does the meeting relate to a specific district or area and if so is it relevant to provide transport only for those living within the relevant district or area?
- Type of event/topic of discussion relevant to the User attending i.e. is the topic relevant only to a specific impairment?

Where transport is provided for users, the same consideration will be given to other users who have used their own or public transport and where appropriate they will be eligible to claim a refund for their fare or mileage.

If we are not contracted to fund/provide travel then the decision is to be made by the budget holder for the project. The budget holder would consider the list above and check the budget and make a suitable decision.

If we are unable to provide funded transport the reason for this decision will be explained to the user.

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Carrying Additional passengers

As part of our Environmental Policy we are committed to car sharing amongst staff and volunteers where possible to reduce the effects on the environment. Our users who choose to car share will be supporting our Environmental Policy. In recognition of this the driver would be able to claim an additional 5 pence per mile per passenger. This would only be applicable when 2 or more users, who live at different addresses, are attending the same meeting. The additional 5 pence can only be claimed whilst the passenger is in the car. For example once you have picked up a passenger the claim would be the mileage of their journey from the point of collection to their destination. This would apply to each individual passenger's journey as it may differ to others sharing the same car.

When arranging transport, if public transport is not available consider options such as community transport and where applicable sharing taxis. However in line with our **Purchasing Policy** the cheapest service is not necessarily the best value and the user's individual circumstances need to be considered so as not to discriminate.

Policy review

This policy will be reviewed every 3 years and amended as necessary, or earlier in accordance with any forthcoming legislation and/or developments in best practice. All employees should pass suggestions or recommendations for the revision of any aspect of this policy through normal channels to the Chief Executive Officer.

Further reading

Transport Procedure for meetings
Volunteers Expense Policy
Purchasing Policy
Environment Policy

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