

Weardale Community Transport

Tel: 01388 528777 | Email: office@the-wcp.org.uk

ORGANISATION DETAILS

Name of organisation	
Address	
Contact person	
Telephone number	

DETAILS OF TRANSPORT REQUIRED

Day and date of outing	
Transport from (starting point - where first passenger is to be picked up)	
Transport to (destination)	
Number of passengers	
Time of arrival at destination	
Name of your escort with telephone number	
Time of departure (return journey)	
Any passengers with disabilities (please detail special requirements overleaf)	
Number of wheelchair spaces required	
Any other comments	

Please note:

It is the responsibility of the organisation/individual user to provide escorts where necessary. Weardale Community Transport has a no smoking, and no carriage of alcohol policy. Therefore please refrain from either. The driver has the right to enforce this policy. Failing to comply with this policy will result in cancellation of membership and, potentially, the right to travel. Volunteer expenses @ £10.00, will be charged where travel is under 20 miles radius of where the vehicle starts. All amendments to agreed transport arrangements are to be directed to the Transport Driver (Tel: 01388 528777 – e-mail Trevor@the-wcp.org.uk)

INDIVIDUAL PICK UP POINTS

Name	Address	Tel.No	Any disabilities Please state	Any special requirements

Signature..... Date.....

Please return this form to:

**Weardale Community Transport, Weardale Hub, 85b Front Street, Stanhope,
Bishop Auckland, Co Durham, DL13 2UB**

You will be informed by telephone if the co-ordinator is unable to make this booking, so please assume that a driver and vehicle will arrive at the appointed time.

All passengers are to wear seatbelt at all times. This is non-negotiable and the driver will only drive if all passengers wear seatbelts (the only exemption being made for anyone with a medical certificate)

FOR OFFICE USE ONLY

Date received

Reference number

Vehicle available

Driver available