

Weardale Community Transport

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

BOOKING FORM

ORGANISATION DETAILS

Name	
Address	
Telephone number	

DETAILS OF TRANSPORT REQUIRED

Day and date of outing	
Transport from (pick up point)	
Transport to (destination)	
Time of arrival at destination	
Time of departure (return journey)	
Any 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 office@the-wcp.org.uk)

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