

TRAVEL POLICY, PROCEDURE & PRACTICE**ELIGIBILITY QUICK PRACTICE GUIDE****Use of public transport to access services**

For individuals who are able to travel independently or are able to be supported to travel independently, options such as the Travel Training initiative, public transport, use of concessionary travel passes and use of the Disability Living Allowance (Motability component) should be discussed with them.

Fleet transport / multiple occupancy of a vehicle

In order to use fleet transport or any other multiple occupancy vehicle provided under contract by the Council (including taxis and volunteer driver vehicles) the individual must be eligible to receive transport in accordance with Sections 1.4 and 3.1 of this Policy. To reiterate, the individual:

- Should be unable to travel independently.
 - Does not have access to personal transport or lives with a carer/family member (i.e. someone who is not paid to provide care) who has personal transport but is unable to transport them to/from the service due to employment or other caring commitments, illness or incapacity.
 - Does not have a motability vehicle.
 - Cannot gain access to other voluntary or private transport that is available.
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Single occupancy

In addition to the indicators for transport funded by the Council above, to qualify for single occupancy of a taxi or any other vehicle provided under contract by the Council, the individual must have:

- A high level of challenging behaviours requiring a Level 2 risk assessment and a risk management plan to manage safety, which specifies why a single occupancy taxi/vehicle is necessary.
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Important:

When an assessment or review is carried out for services, an assessment for transport services should be undertaken at the same time and presented to Panel. For single occupancy taxis/vehicles to be used, Panel must approve that the above criteria has been met. The Level 2 risk assessment must be supplied to Transport Co-ordination along with the Transport Request Form.