|  |  |
| --- | --- |
| Registration No. |  |
| Date Received |  |
| Passenger Informed |  |



REGISTERED CHARITY NO. 1075724

CHELMSFORD COMMUNITY TRANSPORT

Passenger Registration Form

|  |  |  |  |
| --- | --- | --- | --- |
| Title |  | Surname |  |
| Forename |  |
| Address |  |
| Post Code |  |
| Tel Number |  | Mobile Number |  |
| E-mail |  |
| Date of Birth |  |
| Bus Pass Number |  |
| Bus Pass Expiry Date: |  |
| Emergency ContactName |  | Relationship to passenger |  |
| Tel Number |  |
| Mobile Number |  |
| Email | Please tick box if you are happy to receive information on behalf of the passenger |

How did you hear of our Transport scheme?………………………………………...

Disability or State of Health: ………………………………………………………………….

**Mobility & additional needs**

When travelling will you be using any of the following? (*Please tick box):*

Wheelchair Sticks/crutches Folding frame Rigid frame

Will you be bringing an escort when you travel? Yes / No

Will you bring a guide dog? Yes / No

Will you carry oxygen? Yes / No

**WHEELCHAIR USERS ONLY:**

Is your Wheelchair: Manual / Electric Please circle Collapsible Yes / No

Can you transfer unaided to and from: Car Yes / No Minibus Yes / No

**A fare will be charged for non-concessionary passengers and transport in our car journeys as follows:**

|  |  |
| --- | --- |
| Miles | Fare Contribution |
| 4 – 5 | £5.50 |
| 5 – 8  | £6.00 |
| 8 – 10 | £7.00 |
| 10+ | Please enquire |

|  |  |
| --- | --- |
| Miles | Fare Contribution |
| 0 – 1 | £3.00 |
| 1 – 2  | £3.50 |
| 2 – 3  | £4.50 |
| 3 – 4  | £5.00 |

**Passengers living at the same address, travelling to the same destination in a car:**

**1st passenger travels full price, 2nd and subsequent passengers half price.**

**Essential escorts travel for free.**

**Please note**

Bus passes **cannot** be accepted in our volunteer cars.

Please allow 15 minutes either way for pick-up times in case of traffic.

Please contact us as soon as possible to cancel your trip to avoid unnecessary costs

* *I acknowledge that Chelmsford Community Transport is a non-profit making organisation and depends greatly on services provided by volunteers.*
* *I understand that while every effort will be made to provide me with transport as requested, there may be occasions when the service is limited or unavailable & that I should prepare to be flexible when booking my trip.*
* *I acknowledge that fares in our vehicles can only be accepted in cash. A credit account can be opened on request or payment over the telephone using a Debit/Credit card.*
* *I understand that bus passes can only be accepted on mini-bus travel and not in cars.*
* *I declare that the information given on this form is correct.*
* *I give my permission for Chelmsford Community Transport to use any appropriate information in the case of an emergency and when necessary to pass on any relevant information to the driver.*
* *I confirm that I have read and retained the enclosed terms and conditions.*

***I give permission for Chelmsford Community Transport to hold my personal data for their own use only & to not share with any 3rd parties. Data is used for the sole purpose of booking trips & contacting passengers via postal newsletter or email if provided. Please Tick Box if you are happy for us to keep your contact details on file and contact you in this way.***

Signed………………………………………………….…………………….…..

Date…………………………..………

Please tick one of the following methods of membership payment:

 I enclose a cheque for £12 / £15 payable to *Chelmsford Community Transport*

I will call to pay £12 / £15 over the telephone with my debit/credit card

Please return this form to

**Chelmsford Community Transport, Suite 9a Rochester House, 275 Baddow Road, Chelmsford, CM2 7QA**

**01245 477750**