

# Welton & District Patients' And Doctors' Association



## Voluntary Transport Scheme

### Terms Of Reference 2019

#### Introduction

The Welton Patients' and Doctors' Association (PDA) Voluntary Car Scheme was launched in 1990 to provide transport to and from medical appointments for any patient registered with the Welton Family Health Centre (HC) who would otherwise have difficulty attending such appointments. This covers hospitals both local and distance; and for dentist, optician, chiropractor, etc. appointments.

#### Outline of criteria

- a) Only patients registered with the HC may take advantage of the scheme.
- b) All transport must be requested through the HC and not directly with the drivers or Transport Coordinator.
- c) Requests for transport to visit relations in hospital or care home will be considered dependent on driver availability.
- d) Patients will be charged for the journey from the driver's door and back to the driver's door. This also applies if the patient is travelling 1 way only. If the appointment is likely to be of a long duration which makes waiting unacceptable the driver will inform the passenger that a double journey will be charged. Charges for journeys to the HC are at a fixed price per village.

#### Rules and Exceptions

- a) No requests for transport will be considered unless booked through the HC.
- b) The transport scheme does not cover diversions or delays for shopping etc. other than the collection of prescriptions.
- c) No children shall be carried without the provision and safe fitting of a suitable and approved child's car seat as per attached legislation. This seat is to be provided and fitted by the adult accompanying the child and NOT by the driver unless confident to do so.
- d) No passenger who is known to be suffering from an infectious or contagious disease shall be offered transport.
- e) No driver whose vehicle is tax exempt through disability will be allowed to act as a volunteer driver as legislation requires such vehicles to only be used for the disabled person's personal needs.

#### The Management of the Scheme

The scheme shall be managed in accordance with the PDA Constitution.

#### Finance

- a) Each passenger transported will be required to pay a contribution, currently 40p per mile, from the driver's door and back to the driver's door plus any car parking charges, tolls or other unavoidable charges incurred during the journey. Journeys to the Health Centre are at a fixed rate per village.

b) Drivers may claim a further 5p per mile from PDA funds each quarter at the end of March, June, September, and December via an approved expenses claim form submitted to the Coordinator. Reimbursement via an online bank transfer is preferred. The expenses claim forms are also used for the production of statistics. The accounts for the scheme are managed by the Transport Coordinator and are audited annually to the end of August.

c) Drivers away from home in excess of 4 hours may claim reasonable costs for refreshments, obtaining receipts where available. These expenses should be submitted together with the quarterly mileage claim to the Transport Coordinator.

### **Duties of the Transport Coordinator**

a) The Coordinator shall receive requests for transport via a secure on-line database from the HC. Drivers are then contacted with details of patient and destination, and the transport is booked.

b) The Coordinator then contacts the patient by telephone and details of the driver's name and the pick-up time are confirmed. All journey details are entered onto the database.

c) The Coordinator shall complete accurate statistics from driver claim forms comprising mileage travelled, number of passengers carried, number of journeys made and refusals if any, with reason for such refusal. The statistics are submitted annually to Lincolnshire County Council (LCC) and are made available to everyone who attends the PDA AGM and to any other interested parties.

d) The Coordinator shall ensure that each driver has a current certificate of motor insurance and has informed their insurance company that they carry out volunteer driving on a 'not for profit' basis. Each driver will also need a valid MOT certificate where applicable. Drivers must complete a medical form for approval by their GP, which is then returned to and retained by the Coordinator.

e) The Coordinator shall interview prospective new drivers and, if thought suitable, ensure that Disclosure and Barring Service (DBS) forms are completed and submitted to LCC. DBS checks are at enhanced level and the cost is met by LCC.

f) The Coordinator will ensure that all DBS vetting is current and will deal with renewals as and when they become necessary.

g) Each new driver will be provided with laminated cards, showing their vehicle registration number, allowing free parking at Lincoln County and other Hospitals in accordance with the rules outlined in the Transport Driver Guidelines document. Maps of the former RAF Scampton accommodation and the Stonecliffe Park site in Welton are also provided to assist drivers with location of properties on these sites. A letter to produce to driver's vehicle insurance company stating intention of becoming a Voluntary Driver is also provided.

h) The Coordinator will ensure that Public Liability Insurance is kept in place.

i) The Coordinator will chair the Transport subcommittee and feedback information and decisions taken to the executive committee for ratification or otherwise.

j) In the event of Coordinator absence the Health Centre will be advised of the name of a deputy.

### **Volunteer Drivers**

Each volunteer driver must have

a) A valid driving licence

b) Current road tax where applicable

- c) A current MOT certificate where applicable
- d) Comprehensive car insurance cover and that they have informed their insurance company that they participate in 'not for profit' volunteer driving
- e) Current DBS vetting
- f) Confirmation from their GP that they are fit to drive

To minimise the distance (and cost) of travel between driver and patient homes, all drivers must reside within the area covered by the Welton Health Centre Practice but need not be registered as patients of The Practice.

AUGUST 2015 PDA Transport Committee  
Revised June 2019