New Transport Policy

We are hoping to make the job of arranging transport in the Trust easier and more efficient for all. If you do need to arrange transport for one of our children or young people, the first thing that you need to do is look at our newly revised Transport Policy.

If after doing this, you still decide that you need to arrange transport then the good news is that all your queries will go to the same inbox which is Transport\_Request@sandwellchildrenstrust.org. This will be monitored by the new Finance Transport Officer who will be your primary point of contact for any of your transport requests.

Next you will need to decide what the nature of the transport is that you need

Ongoing, regular transport e.g. school journeys

1. **Complete the necessary forms** - Two forms will need to be completed and these are a [C118 and a C119](https://proceduresonline.com/trixcms1/media/10469/tx346-7-cc118-cc119.xlsx).

* Please make sure that you complete this as fully as you can because if it needs to be returned to you it will slow down the process

1. **Manager’s approval** - A manager’s signature is required to show they have approved transport.
2. **Submit request** - The completed form is then forwarded to finance using the email as above
3. **Request will be reviewed, and a quote obtained** - Finance will review the request and come back to you if we have any questions.

* Once we are happy with this we will arrange for a supplier to quote for your journey
* We will require a minimum of 96 hours to set up transport with the completed forms being sent to finance prior to 12:00 noon. Any requests that come to us after 12:00 noon means that the 96 hours will start from the next working day.

1. **Manager’s budgetary approval -** Once we have received quotes for your request these will be sent to the requester and again a manager’s signature will need to be obtained to agree to fund the costs.
2. **Submit completed form** - After this is returned to finance your transport will be set up.

Booking taxis for one off, emergency journeys

* Please get in touch with the Finance Transport Officer who will help you assess your needs and arrange your taxi where necessary
* As we understand that these journeys need to be arranged quickly we will keep a record of these trips so that we can arrange retrospective authority from your manager afterwards so that your taxi journey isn’t delayed
* Your taxi driver will not expect to be paid for the journey at the time of the trip
* If a child needs to be transported to a place of safety out of working hours, out of hours staff will arrange transport

Pool Cars

The first thing that you will need to do is read our newly revised [pool car policy](https://proceduresonline.com/trixcms1/media/9685/tx322-pool-car-policy-2020-appendix-4-covid-amendment.doc) and if you do decide that you need to arrange to book one of our pool cars then please follow the following process

1. **Complete a** [**SCT12 form**](https://proceduresonline.com/trixcms1/media/10468/tx345-pool-car-booking-form-sct12.doc) - this must be signed by you and your line manager.
2. **Email your completed form** to the finance transport officer at the same address as above i.e. Transport\_Request@sandwellchildrenstrust.org.
3. **Confirmation** - Once your booking has been successful you will receive a confirmation email.
4. **Collection** - You can collect the keys from the link reception

* (Please note that use of the link reception is an interim measure during COVID. Normally the keys can be collected from Ground Floor Transport Office at Council House)
* Keys must be signed out stating date/time taken and signed back in stating date/time returned on the Key Monitoring Register

1. **Before driving a pool car** - you should complete a vehicle safety checklist AP59 form
2. **Using a pool car** - All the vehicles should be re-fuelled after every use at Taylors Lane Depot, Oldbury, B69 2BW.
3. **Returning a pool car** - If you are going to be late returning the vehicle you must inform ASC Transport on 0121 569 4323. This is important as it will affect later bookings arranged for that vehicle
4. You must also ensure that the car is left clean and tidy.

Please note vehicles can only be booked for specific journeys and you must state the specific destinations. Block bookings are generally not permitted as this affects the availability for other Trust employees requiring pool cars.

Finally

If you do have any questions about our Transport policies and you can’t find the answer in our transport policy or pool car policy, then do please contact our Finance Transport Officer and we will do our best to help you.