



EPPING FOREST COMMUNITY TRANSPORT (INCORPORATING HARLOW COMMUNITY TRANSPORT)



Registration No.	
Date Received	
Passenger Informed	
Payment Amount	
Payment Method	

Passenger Application Form

Title:	First Name:	Last Name:
Address:		
		Post Code:
Date of Birth:		
Home Tel:		Mobile:
E-mail address:		
Bus Pass Number:		
Bus Pass Expiry Date:		
Emergency Contact Name:		
Relationship to you:		
Tel Number:		
Email		Please tick box if you are happy to receive information on behalf of the passenger <input type="checkbox"/>

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 a carer when you travel?	Yes	No
Will you bring a guide dog?	Yes	No
Will you carry Oxygen?	Yes	No
I confirm that I do not drive a vehicle	Yes	No
Please give details of your Disability or State of Health		
How did you hear of our transport scheme?		

WHEELCHAIR USERS ONLY:



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Is your wheelchair: Manual / Electric (Please circle) Collapsible Yes / No

Can you transfer unaided to and from a minibus? Yes / No

Passenger ramp/lift required? Yes / No

If yes, please note that a risk assessment must be undertaken before any journeys can be booked.

Terms & Conditions:

Please note:

Bus passes cannot be accepted in our volunteer cars and/or DAR Minibuses – there is a fare to pay.

Please allow 15 minutes either side of your 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 Epping Forest (incorporating Harlow) 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 accept that payments will be by monthly invoice, an account being opened under a unique reference number linked to my name.
- that fares in our vehicles can only be accepted in cash, no cheques can be accepted. Arrangements can be made for you to be invoiced monthly.
- I understand that bus passes can only be accepted on minibus travel and not in cars.
- I acknowledge that all trips cancelled on the 'Day of travel' will incur a cancellation fee of the full cost of one way travel.
- I acknowledge that I am responsible for advising EFCT/HCT of any changes in my circumstances and/or travel needs.
- I declare that the information given on this form is correct to the best of my knowledge.
- I give my permission for EFCT/HCT to use appropriate information in the case of an emergency and when necessary to pass on any relevant information to the driver.
- Should you require your carer for travel, then they will need to register separately by completing their own form.
- I confirm that I have read and retained the enclosed terms and conditions.

I give permission for Epping Forest (incorporating Harlow) Community Transport to hold my personal data for their own use & not to share with any 3rd parties. Data is used for the sole purpose of booking trips & contacting passengers via postal newsletter or email if provide. Please tick the box if you are happy for us to keep your contact details on file and contact you in this way.

Your Signature: _____ Date: _____

Payment Options: Cheque, Bank Transfer or By Telephone Payment

**** Should you wish to make payment by telephone using your Credit/Debit card, please contact the relevant office below, who will be happy to take your payment.**

Harlow Office Customers – 01279 798876

Please make cheques payable to: Harlow Community Transport. Bank Transfer - If you would like to pay by Bank Transfer, our bank details are; Sort Code 20-29-86 and Account number 23371883

Please return this form to:

**Harlow Community Transport,
Unit 7, The Latton Bush Centre, Southern Way, Harlow, Essex. CM18 7BL**

Head office Epping Forest Community Transport
Social Care Building, 2nd Floor
St Johns Road
Epping, Essex, CM16 5EB
Telephone: 01992 579556

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Unit 7, The Latton Bush Centre
Southern Way
Harlow, Essex CM18 7BL
Tel: 01279 798876