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Transport Policy & Procedures

Essential Homecare Services provide transport to Service Users who use the service for Accompanied outings. These can be of the following:

- Hospital/Dental appointments
- Shopping outings
- Visiting a friend

Costings

The mile charge will be 00.50p per mile. This will be reviewed every 6 months.

The hourly cost to the Service user is £15.00 per hour.

Essential Homecare Services will complete a mileage agreement before commencement of service.

A monthly invoice will be sent to cover all mileage costs.

Method of payment:

- Cash
- Cheque
- Online bank transfer
- Credit/ Debit Card
- Contactless Payment
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Transport Arrangements

The arrangements can be amended and changed with one weeks' notice in writing or by contacting Essential Homecare Services on 02891810757.

The Service user will only be charged for the miles used on a given day. There is no opportunity to gather up a surplus.

Vehicle

The vehicle used will be that belonging to Essential Homecare Services

Risk assessment

A risk assessment will be carried prior to commencement of the service. This is to include the use of any specialised seat belts or harnesses. If there is an identified risk that the service user cannot manage a safe transfer into and out of the vehicle then a wheelchair taxi will be recommended.

Record keeping

A monthly invoice will be sent to the service user detailing the mileage used. Essential Homecare Services will keep a record of all mileage used for each individual on their specific days.

Essential Homecare services will keep a copy of the mileage agreement form

Essential Homecare Service will keep a record of appropriate insurance cover and MOT