

UNIVERSITY HOSPITALS DORSET NHS FOUNDATION TRUST – POOLE SITE

To: All Wards & Departments

UHD Hospitals Poole Site

From: Mevalyn Cross – Patient and Medical Transport Manager (RBCH)

Date: 10th December 2020

Re: Christmas 2020/21 Taxi Transport for Staff Who Rely on Public Transport

Christmas Staff Transport

If you regularly use public transport to get to work, you may qualify for subsidised taxi journeys.

This year Christmas Day is the only day when most scheduled bus services are not running. Therefore if you are claiming for taxis outside of Christmas Day, you must evidence to your line manager that public transport is not available for any days claimed (e.g. that you would be delayed by an extra 30 mins from your normal bus arrival or leave time).

Before you request a staff taxis for Christmas Day or any date on or between the 20th Dec and the 1st January 2021, please check the following.

1. Is the bus you normally use operating sufficiently to allow you to travel to work (does not delay/increase your journey by more than 30 mins)?
2. Do I have access to my own private appropriate transport e.g. car, motorbike etc?
3. Would a family member or friend be able to provide some or all of my transport over this period?
4. Are there any staff members in my department, who live locally to me, who I could car-share with on those days

If after considering all of these options you still have no appropriate method of getting into work on the days detailed below then you may be eligible to use the following process.

Process for Booking Staff Christmas Taxi Transport for Poole Hospital Staff

To book Christmas Taxi Transport – (Full Instructions are on the reverse of the booking form)

1. **Complete/sign the attached form by 16.00 on the 22nd Dec 2020 at the latest. ANY APPLICATIONS MADE AFTER THIS DATE/TIME WILL BE DECLINED. YOU MUST TRAVEL WITH PRC STREAMLINE TAXIS, USING THIS PROCESS AND YOU CANNOT CLAIM MONEY BACK FOR JOURNEYS PAID FOR BY YOURSELF.**
2. You are required to make a contribution to the cost of travel that is equal to your normal bus/train journey fare to work. You will need to provide a recent bus or train ticket showing the cost of your normal fare to work and give your cash contribution and bus/train ticket to the cashier with your completed application form.
3. Your form must be fully completed and signed by your line manager/supervisor. Take the completed form, bus/train ticket and your cash contribution to the Poole Cashiers Office between the hours of 09.00 – 13.00 and 14.00 – 16.00, Monday to Friday from Thurs 10TH to Wed 22nd December 2020.
4. The cash office will issue you with a completed taxi docket for each inward and outward journey.
5. You will need to book the journey(s) with PRC Streamline on 01202 373737. Quote “Account NHS 999 Christmas Taxis” and state the docket number for each inward and outward journey.
6. An individual docket must be given to the taxi driver, when you are collected, for each inward and outward journey – **If you do not have a docket the driver will charge you for the journey**
7. Please be aware that you may be required to share a taxi with another member of staff and therefore you should be ready for the taxi to arrive at your place of residence earlier than normally expected. For a more exact estimate of your pick-up time please call PRC Streamline on 01202 373737.
8. If you do not require your booked transport, then you must let the taxi service know by calling 01202 373737 as the hospital will be charged for any booked journeys that are not cancelled prior to the date of travel.

Some bus routes may have a reduced public transport timetable on or between 20th Dec 2020 – Jan 1st 2021

See attached links for the Yellow Bus and More Bus Christmas Timetables

Yellow Bus <https://www.yellowbuses.co.uk/Christmas> and

More Bus <https://www.morebus.co.uk/christmas>