

Social Car Transport Request Form

PLEASE SEND REQUESTS AT LEAST 7 WORKING DAYS BEFORE DEPARTURE
ALSO CONTACT THE TRANSPORT OFFICE TWO WORKING DAYS BEFORE TO CONFIRM DETAILS AND DRIVERS NAME

Please return form to:

VAR Transport Office, Rutland Community Hub, Lands' End Way, Oakham, Rutland, LE15 6RB.

Or E-mail – transportmgr@varutland.org.uk & transport@varutland.org.uk

Clients Name:			
Address: <i>(incl. post code)</i>			
Date of Birth:		Contact Telephone Number:	
Bus Pass Number: <i>(All 18 digits)</i>		Expiry Date	
Date Transport Required:		Mobility Aid:	
Destination: <i>(inc department & post code)</i>			
Destination Time:		Return Journey:	YES/NO
			Return Pick up Time <i>(if known)</i>
Journey Purpose: <i>(Hospital/Social. etc.)</i>		Payment Method:	Cash/Tokens/Invoice <i>(Delete as necessary)</i>
Any additional information:	<i>(Wheelchair/Walker etc.)</i>		
Name of person requesting transport, including contact number: <i>(if different from above)</i>			Date Request Made:
Accompanied by Escort/Carer	YES/NO	Name:	

ALL BOOKINGS ARE SUBJECT TO VEHICLE AND DRIVER AVAILABILITY

We strongly recommend that you contact the transport office two working days prior to your departure to confirm the booking. If you experience any problems please contact the transport office
01572 724705.

<i>(Office use only)</i>	<u>Transport Booking Confirmation</u>		
Booking Number		Date Booked	
Operators Name		Signature	

Please print additional copies as required for future booking