

## Green Community Travel Group Travel Procedure

<b>Before you set off</b>	<b>Collecting Passengers</b>	<b>Wheelchair Passengers/Passenger Assistance</b>	<b>After Dropping passengers off</b>	<b>End of shift</b>	<b>Important info to remember at all times</b>
<p>Put face mask/shield on. Sanitise Hands on Entry to the Office. Collect bus keys.</p>	<p>Sanitise hands or put gloves on. Ensure keeping 2m distance from passengers</p>	<p>2m social distancing cannot be maintained</p>	<p>The same steps should be followed for inbound and outbound journeys</p>	<p>Follow procedure for cleaning vehicles</p>	<p>Facemasks must cover your mouth and nose. (See Facemask Procedure)</p>
<p>Proceed to vehicle checks and procedure for cleaning vehicles.</p>	<p>Check passengers have no symptoms nor anyone in their household and complete Temperature Check</p>	<p>Increase PPE to Face mask AND Face shield AND gloves.</p>	<p>Use hand sanitiser before exiting cab (with or without gloves)</p>	<p>Remember to place the Green Card on the dash if cleaning has been completed.</p>	<p>Ensure PPE is being disposed of correctly (in a bin with a lid on/carrier bag that can be tied.)</p>
<p>Sanitise hands again and ensure adequate PPE for shift.</p>	<p>Passengers must sanitise their hands before boarding vehicle and have their face masks/covering/shields on before boarding</p>	<p>Clean mobility equipment- handles etc before passenger boards</p>	<p>Disembark passengers systematically e.g front passengers exit first</p>	<p>Use the red card if you have been unable to complete the cleaning procedure</p>	<p>You are able to remove your facemask whilst driving if you wear glasses, but you must put it back on before exiting the cab.</p>
<p>If you have a Passenger Assistant they should sit in the rear of the minibus</p>	<p>Mobility equipment should be cleaned before boarding e.g handles/brakes</p>	<p>Ensure hand sanitising before and after. Passengers also have to sanitise their hands</p>	<p>Follow cleaning procedure when passengers have disembarked</p>	<p>Use hand santiser before entering office and make sure you have face mask/shield</p>	<p>Where possible stick to 2m social distancing</p>
<p>Open the windows on the vehicle/set air con to external air source</p>	<p>Ensure passenger sits in set seat, load vehicle systematically e.g front passengers get off first. On boarding passengers sat at back board first.</p>		<p>Sanitise hands when complete before getting back into cab.</p>	<p>Vehicles will be zapptized every Friday/after journey by GCT staff member</p>	<p>You <i>*must*</i> have ventilation this is not optional</p>
<p><i>*Reminder that you cannot wear a face shield when driving*</i></p>	<p>Make sure passengers sit in same seat for inbound and outbound journey.</p>				
	<p>Sanitise hands again before getting into cab</p>				