

Green Community Travel Group Travel Procedure
Plan A (whilst cases are over 50 per 100,000 in South Glos)

Before you set off	Collecting Passengers	Wheelchair Passengers/Passenger Assistance	After Dropping passengers off	End of shift	Important info to remember at all times
<i>Put face mask/shield on. Sanitise Hands on Entry to the Office. Collect bus keys.</i>	<i>Sanitise hands or put gloves on. Ensure keeping 1m+ distance from passengers</i>	<i>Social distancing cannot be maintained when boarding/ disembarking/ securing passengers</i>	<i>The same steps should be followed for inbound and outbound journeys</i>	<i>Follow procedure for cleaning vehicles</i>	<i>Facemasks must cover your mouth and nose. (See Facemask Procedure)</i>
<i>Proceed to vehicle checks and procedure for cleaning vehicles.</i>	<i>Check passengers have no symptoms nor anyone in their household and complete Temperature Check</i>	<i>Increase PPE to Face mask AND Face shield AND gloves.</i>	<i>Use hand sanitiser before exiting cab (with or without gloves)</i>	<i>Remember to place the Green Card on the dash if cleaning has been completed.</i>	<i>Ensure PPE is being disposed of correctly (in a bin with a lid on/carrier bag that can be tied.)</i>
<i>Sanitise hands again and ensure adequate PPE for shift.</i>	<i>Passengers must sanitise their hands before boarding vehicle and have their face masks/covering/shields on before boarding</i>	<i>Clean mobility equipment- handles etc before passenger boards</i>	<i>Disembark passengers systematically e.g front passengers exit first</i>	<i>Use the red card if you have been unable to complete the cleaning procedure</i>	<i>You are able to remove your facemask whilst driving if you wear glasses, but you must put it back on before exiting the cab.</i>
<i>If you have a Passenger Assistant they should sit in the rear of the minibus</i>	<i>Mobility equipment should be cleaned before boarding e.g handles/brakes</i>	<i>Ensure hand sanitising before and after. Passengers also have to sanitise their hands</i>	<i>Follow cleaning procedure when passengers have disembarked</i>	<i>Use hand santiser before entering office and make sure you have face mask/shield</i>	<i>Where possible stick to 1m+ social distancing</i>
<i>Open the windows on the vehicle/set air con to external air source</i>	<i>Ensure passenger sits in set seat, load vehicle systematically e.g front passengers get off first. On boarding passengers sat at back board first.</i>		<i>Sanitise hands when complete before getting back into cab.</i>	<i>Vehicles will be zapptized every Friday/after journey by GCT staff member</i>	<i>You *must* have ventilation this is not optional</i>
<i>*Reminder that you cannot wear a face shield when driving*</i>	<i>Make sure passengers sit in same seat for inbound and outbound journey.</i>				
	<i>Sanitise hands again before getting into cab</i>				