Green Community Travel Group Travel Procedure

Plan B (when cases are below 50 per 100,000 in South Glos)

Before you set off

Put face mask/shield on. Sanitise Hands on Entry to the Office. Collect bus keys.

Proceed to vehicle checks and procedure for cleaning vehicles.

Sanitise hands again and ensure adequate PPE for shift.

If you have a Passenger Assistant they should sit in the rear of the minibus

Open the windows on the vehicle/set air con to external air source

Reminder that you cannot wear a face shield when driving

Collecting Passengers

Sanitise hands or put gloves
on. No social distancing unless
passengers have mask
exemption/have not had both
vaccinations/are in a bubble.
GCT will confirm with groups
upon booking. NB for children
2m distancing will be
maintained between them and
the driver as they have not
been vaccinated/face mask
exemption

Check passengers have no symptoms nor anyone in their household and complete Temperature Check

Passengers must
sanitise their hands
before boarding
vehicle and have their
face
masks/covering/shields
on before boarding

Mobility equipment should be cleaned before boarding e.g handles/brakes

Ensure passenger sits in set seat, load vehicle systematically e.g front passengers get off first. On boarding passengers sat at back board first.

> Sanitise hands again before getting into cab

Wheelchair Passengers/Passenger Assistance

No social
distancing unless
passengers have
mask
exemption/have
not had both
vaccinations

Increase PPE to Face mask AND Face shield AND gloves.

Clean mobility equipment- handles etc before passenger boards

Ensure hand sanitising before and after. Passengers also have to sanitise their hands

After Dropping passengers off

The same steps should be followed for inbound and outbound journeys

Use hand sanitiser before exiting cab (with or without gloves)

Disembark
passengers
systematically e.g
front passengers
exit first

Follow cleaning procedure when passengers have disembarked

Sanitise hands when complete before getting back into cab.

End of shift

Follow procedure for cleaning vehicles

Remember to place the Green Card on the dash if cleaning has been completed.

Use the red card if you have been unable to complete the cleaning procedure

Use hand santiser before entering office and make sure you have face mask/shield

Vehicles will be zapptized every Friday/after journey by GCT staff member

Important info to remember at all times

Facemasks must cover your mouth and nose. (See Facemask Procedure)

Ensure PPE is being disposed of correctly (in a bin with a lid on/carrier bag that can be tied.)

You are able to remove your facemask whilst driving if you wear glasses, but you must put it back on before exiting the cab.

You *must* have ventilation this is not optional