

TRANSPORT BRIEFING (amended July 2010)

Useful Websites

This short briefing points you to websites that should be of use to voluntary organisations who are responsible for the safety of staff and volunteers who are travelling as part of their work, and for transporting service users.

1. Accessible Transport and Community Public Transport

See Midlothian Council website www.midlothian.gov.uk (Roads & Transport) for information, including: Blue Badge Scheme; Community Bus Service; Concessionary Transport; Dial-A-Bus; Dial-A-Ride etc.

- Taxi Driver Training Pack - correct procedures for taxi drivers for disabled people using taxis - www.ddsg.org.uk/taxi/

2. Community Transport

- **Lothian Community Transport Services**
<http://www.lcts.org.uk/>

Accessible minibus hire for not-for-profit voluntary and community organisations in Midlothian. Community Bus routes linking some areas of Midlothian with local shopping centres: anyone can travel on these services. Training for transport providers and purchasers.

- **Handicabs (Lothian)**
<http://www.handicabs.org.uk/>

Dial-A-Ride provides a door-to-door transport service for people with limited mobility who are unable to use ordinary buses. Dial-A-Bus provides transport from home to local shopping centres for people who cannot manage by ordinary bus.

3. Dealing with bad weather - getting to work

The recent extreme weather raised many difficulties with staff (and volunteers) being unable to get into work because, for example, childcare issues because of closed schools; cancelled bus/train services; and very difficult driving conditions. In addition to the recent very cold weather, increasingly hot summers could also be an issue.

The Business Gateway website - www.bgateway.com - has information on adapting businesses to climate change, e.g. they say "You may need to change your working practices to adapt to climate change. For example, if you have staff that work outside you may need to change their hours during

periods of hot weather or encourage home working during periods of extreme weather.”

The ACAS website - www.acas.org.uk - has some very useful guidance aimed at both Employees and Employers on “Transport and adverse weather”. ACAS highlight a number of key points, including the following:

- *Employees are not automatically entitled to pay if unable to get to work because of bad weather.....*
- *Be flexible where possible*
- *Use information technology ...*
- *Deal with issues fairly ...*

Further information is available on the ACAS website.

4. Driving for Work - Risk Management

It should be remembered that employers are legally responsible for employees who drive **whilst at work**. The HSE advise that if you have **five employees or more** you must have a written safety policy <http://www.hse.gov.uk/business/policy.htm> - a road safety policy can be added to the existing safety policy or written as a separate statement - the Driving for Better Business website gives guidance on how to write this <http://www.drivingforbetterbusiness.com/how/policy.aspx>.

If staff or volunteers use their own vehicles their own vehicles for work purposes (other than travelling to and from work on their own) organisations should ensure that the vehicles are fit for purpose and adequately insured - note, most insurers will require vehicles that are used for business purposes (e.g. taking colleagues etc to meetings) to be additionally insured for **business use** (this is usually a fairly small additional supplement). Drivers should discuss this with their insurer and advise their employer.

- **Health & Safety Executive (HSE) Work Related Road Safety** - <http://www.hse.gov.uk/roadsafety/index.htm> - this is a **short and simple** guide to work related road safety.
- **Driving for Better Business** - <http://www.drivingforbetterbusiness.com/> - work-related road safety - a lot of this is aimed at fleets, however, there is some very useful more general guidance, for example, Tips for Drivers.

5. Midlothian

- **Midlothian** - www.midlothian.gov.uk (Roads & Transport) - information includes: A to Z of Public Travel Information; Community & Accessible Transport; Concessionary Travel; Public Transport (which includes **Links to Public Transport providers**); Repairs & Road Works; Travel Control & Safety; Transportation Policy; Walking & Cycling.

- **Midlothian Travelmap** - this gives details of bus services within Midlothian and between Midlothian and the neighbouring council areas of East Lothian, and the City of Edinburgh. This can be obtained from Midlothian Council tel: 0131 561 5443, email: ptu@midlothian.gov.uk. Further information available on the Midlothian Council website.
- **Midlothian Council Public Transport Unit (PTU) e-newsletter** - this very useful newsletter is sent out regularly and information includes changes to bus services etc, tel: 0131 561 5443, email: ptu@midlothian.gov.uk.

6. Minibuses etc

- **Lothian Community Transport Service** - <http://www.lothiancommunitytransport.co.uk/> - accessible, affordable, passenger transport for not-for-profit organisations in Edinburgh, Midlothian and West Lothian - includes . Also training and support services for transport providers.

7. Planning Your Journey

- **AA Route-Planner** - <http://www.theaa.com/route-planner/index.jsp> - very useful for planning car journey routes and working out likely travel times. It is also very useful when doing travel expense forms!
- **BBC Travel News** - <http://bbc.transportdirect.info/Web2/Home.aspx> - this site includes “Plan A Journey” - which can be used to plan car routes and public transport routes.

8. Public Transport

- **Traveline Scotland** - <http://www.travelinescotland.com/welcome.do> - the main website for public transport information in Scotland, includes: timetables; journey planning information; information on services offering a bike carrying facility.
- **Traveline Scotland 24 Hour Enquiries** - 0871 200 22 33
- **Traveline** - <http://www.traveline.org.uk/index.htm> - for planning public transport journeys throughout Scotland, England, Wales and Northern Ireland.
- **BBC Travel News** - <http://bbc.transportdirect.info/Web2/Home.aspx> - this site includes “Plan A Journey” - which can be used to plan car routes and public transport routes.
- **Lothian Buses** - <http://lothianbuses.com/>

- First Bus - <http://www.firstgroup.com/ukbus/scotland/sescot/home/>

9. Road and Weather Conditions

Remember, it is important to check road and weather conditions if staff, volunteers, or service users will be travelling, also to take decisions as to whether or not to close the office/services when weather is deteriorating to ensure people get safely home.

- Traffic Scotland - <http://www.trafficscotland.org/> - includes information on: current incidents on roads e.g. accidents, closures because of snow etc; roadworks; planned roadworks; journey times; planned events; weather etc.
- BBC - Travel - Travel Scotland - <http://www.bbc.co.uk/scotland/travel/> - includes information on roads and trains, including current incidents; and for UK-wide journeys - Travel News - <http://bbc.transportdirect.info/Web2/Home.aspx> - this site includes “Plan A Journey” - which can be used to plan car routes and public transport routes.

10. Weather

- BBC - <http://news.bbc.co.uk/weather/hi/news> - includes weather news; forecasts etc
- The Met Office - <http://www.metoffice.gov.uk/> - includes 5 day forecasts; weather warnings etc.

11. Other Information

- Scottish Accessible Transport Alliance/Association (SATA)
www.transformscotland.org.uk/members/text/sata.html
- Sustrans - UK wide sustainable transport alliance
www.sustrans.org.uk
- Spokes - the Lothian Cycle Campaign
www.spokes.org.uk
- Transform Scotland - the national sustainable transport alliance
www.transformscotland.org.uk
- SEStran Regional Transport Policy (South East of Scotland Transport Partnership)
www.sestran.gov.uk
- National Playbus Association
www.playbus.org.uk

- Road Safety Scotland
www.srsc.org.uk

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