



# Shinfield Voluntary Car Service

## CLIENT REGISTRATION FORM

**A**

Title: Mr Mrs Miss Ms Dr Other

Phone:

Surname:

First Names:

Mobile:

Address

Email:

Do you have a Wokingham Bus Pass? Yes No

Year of Birth:

Number (last 8 digits):

Emergency contact details:

Name:

Relationship to you:

Are they a key holder? Yes  No

Contact Number(s):

**B**

Are you able to get into and out of a car unaided? Yes / No

Are you a Blue Badge holder? Yes / No (If yes, please bring it with you on each trip)

Do you have any visual impairment? Yes / No Do you have any hearing impairment? Yes / No

Do you need any of these items with you?

Walking Frame Yes / No Wheeled Walker Yes / No Folding Wheelchair Yes / No

Do you have a regular travelling Companion? Yes / No

Is your Medical Practice Swallowfield Medical Practice Yes/No or Shinfield Health Centre Yes/No

If neither please give name and contact of your medical practice:

**C**

Is driver able to park outside your home? Yes / No

Anything else the driver needs to know?

Please read and sign the declaration overleaf →

# Shinfield Voluntary Car Service

## PAYMENT

Wokingham Borough Council will subsidise the cost of most medical journeys against Wokingham Bus Pass numbers. Otherwise, you will be advised of a recommended donation for each journey. Please pay in cash to the driver who will pass it to the Office for you.

Any charges to be invoiced to an organisation must be agreed in advance.

## CONDITIONS

You need to live in the area of Shinfield Parish Council or to be an eligible, registered patient of the Swallowfield Medical Practice, living in an area we serve. Please see our information leaflet.

All journeys must be pre-booked with at least two working days' notice.

We regret that children or un-caged pets cannot be transported, except for assistance dogs.

If you need physical assistance beyond a steadying hand or have a memory difficulty you must be accompanied by an escort who will travel free of charge. Please tell us this when you book your journey.

Clients who cannot speak English will need an English-speaking escort.

We will always try to be on time, but drivers cannot be held responsible in the event of late arrival for an appointment.

## HOW WE SAFEGUARD YOUR PERSONAL INFORMATION

All information that you give us is treated as strictly confidential and will be held in accordance with the General Data Protection Regulations (GDPR) - 2018. Please ask the Manager if you'd like to see a copy of the Shinfield Car Service GDPR Policy or wish to view your records.

### DECLARATION

*I wish to register myself/someone else (please delete) as a client of the Shinfield Voluntary Car Service and accept the payment, terms and conditions above.*

**Signed:**

**Date:**

*If you're registering on behalf of someone else please state your relationship to the client:*

**Please return this form to our Office at:**

**The Pavilion, Clares Green Road, Spencers Wood RG7 1DY**

**Alternatively, please scan the signed form and email to [shinvol@gmail.com](mailto:shinvol@gmail.com)**

## FOR OFFICE USE ONLY

1. Acceptance letter sent
2. Data Entry completed

**Initials:**

**Date:**



# Shinfield Voluntary Car Service

## Client's Terms and Conditions

This Copy is for you to keep

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Registered Charity No: 1152423