City of Prospect

Community Bus Registration

For Community Bus use, please –

- Complete and sign this Community Bus Registration Form
- Community Bus Registration needs to be processed prior to using services
- A team member will contact you to confirm your first bus trip/service date

Thank you - Prospect Community Support – 8342 8091

Let us know if an interpreter is required or you need assistance completing this form

General Conditions of Use

- Prospect Community Bus service participants must be able to board and disembark the bus independently.
- Prospect Community Bus service participants must be able to navigate their surroundings, make decisions independently, have full cognitive awareness and take responsibility for their actions.
- Prospect Community Bus service promotes respect amongst participants, staff and volunteers. Discriminative or offensive behaviour will not be tolerated. Persons not complying may be refused access to the service.
- In utilising the Community Bus service, participants agree to be held responsible for their individual behaviour, personal belongings, and personal safety. We ask that you wear appropriate footwear and clothing, avoiding loose or baggy clothing to reduce tripping.
- In the event of any emergency an ambulance may be called, and your emergency contact will be notified.
- Prospect Community Support reserves the right to review or withdraw access to the Community Bus service should there be a significant decline in your health or mobility, or behaviour that poses a risk.
- Prospect Community Support has the right to cancel or change a bus service or event. While every effort is made to ensure cancellation does not occur, in some cases is inevitable.
- Bookings are unable to be taken 24 hours before a service. If you need to change your booking or make a cancellation, contact Prospect Community Support with as much notice as possible.
- When using the Community Bus for Shopping and Library Services we ask for a $3 bus donation per outing for this service. All donations received contribute to the operation of the Community Bus services.
- When using the bus for Social Programs and Outings - The amount will vary depending on the activity. The individual outing activity cost is outlined within the Social Activities Program.
- Due to capacity on the bus, there is a limit of two shopping bags or one personal portable shopping trolley per person.
- If you have a mobile phone, please have it on you during outings so we can contact you if needed. All communication regarding any of these services will be via your home or mobile phone.
- If you use a mobility aid, we ask that you walk to the bottom of the bus step upon entry to the vehicle. Ensure you only exit the bus once your mobility aid is ready for you to alight the vehicle.
- Both community buses are fitted with grab rails and seatbelts for passenger access and safety. There is wheelchair access available on one bus.
- The Community Bus service is managed by the Prospect Community Support team with trained volunteers as drivers and assistants. Staff and volunteers have current police clearance checks and first aid certificates.

Feedback

Council appreciates any feedback regarding the Community Bus service and strives to offer a service that promotes community engagement amongst its participants.

For feedback and enquiries contact:
Prospect Community Support Team: **8342 8091** **Email**: admin@prospect.sa.gov.au

City of Prospect

Community Bus Registration

Your Details

Mr / Mrs / Ms / Miss / Other Name.....

Date of Birth ..... Age .....

Phone ..... Mobile ..... Email .....

Address.....

Emergency Contacts

Emergency Contact 1 Name .....

Phone ..... Mobile ..... Relationship .....

Emergency Contact 2 Name .....

Phone ..... Mobile ..... Relationship .....

Medical / Health Information

Doctor's Name..... Clinic Doctor's Phone Number .....

Medical Clinic Name / address .....

Please tick all the following medical/health information that may apply: if yes explain

☐ Memory loss / confusion ☐ Vision loss ☐ Diabetes Type.....

☐ Animal allergy/ fear ☐ Heart condition ☐ Hearing loss ☐ Motion Sickness

☐ You have an Assistance Animal

☐ Severe allergies .....

☐ Other .....

Mobility Information

Please tick the following medical statements that apply:

No / Yes

☐ ☐ I am able to get on and off the bus independently

☐ ☐ I am able to walk up and down 3 steps independently or with the use of grab rails

☐ ☐ I am able to easily move from a sitting to a standing position

☐ ☐ I have good mobility and balance with no concerns

☐ ☐ I am able to put on my own seatbelt independently

I use a ☐ walking stick ☐ walking frame/walker ☐ gopher ☐ wheelchair

Other information that may be relevant .....

Cognition

No / Yes

☐ ☐ I am able to make my own bookings to use the bus independently

☐ ☐ I am able to navigate my surroundings and make decisions independently

☐ ☐ I have good memory and cognitive abilities with no concerns

City of Prospect

Community Bus Registration

Privacy and Confidentiality

City of Prospect will maintain my privacy and confidentiality. Personal information is managed in accordance with the Australian Privacy Principles (APP) and the Freedom of Information Act 1999.

I understand that I can access my recorded personal information upon request at any time, and any perceived errors are corrected.

I understand that my information is collected for the purposes of allowing me to access the Community Bus Services safely, with the information being used for the following:

- To be stored on the data base to create bookings and travel sheets
- To contact my emergency contacts if medical attention is required while using the bus service

Permissions

Photography

I am aware that photos or film may be taken from time to time for publicity purposes and consent to their use by City of Prospect.

☐ **Yes** ☐ **No**

Information Sharing

I am aware that my information may be shared with Government agencies and other health care professionals for reporting and quality purposes and give consent.

☐ **Yes** ☐ **No**

Consent Declaration

I confirm that the information provided on this form is correct at date stated.

I am aware that if I have a medical condition that requires a medical aid (i.e. puffer, Epi pen, insulin or glucose), I will have these with me at all times.

I have read and understood City of Prospect's Community Bus registration 'General Conditions of Use' and agree to abide by them when using the bus services.

I understand that I will contact the Prospect Community Support team should my contact, medical or health information change, or when I feel I can no longer board the bus independently.

Your Full Name.....

Your Signature ..... Date .....
OR
Authorised Person or Representative's Name.....

Your Signature ..... Date .....

Please complete this Community Bus Registration form and return to
Prospect Community Support, c/- City of Prospect, 128 Prospect Road, Prospect SA 5082

We foster a culture that is unconditionally respectful of inclusion and diversity – we welcome YOU.

OFFICE USE ONLY:
☐ *SMS (entry & document storage)* ☐ *Program/s registration / bookings*

CITY OF PROSPECT