# Community Bus Information Keep for your records

Should you wish to use the Community Bus, please –

* Read this Community Bus Information sheet
* *Let us know if an interpreter is required or you need assistance completing this form.*
* Complete and sign the attached Community Bus Registration form then return using the enclosed envelope
* Indicate on the Community Bus Registration form if you are completing the form as the participant’s representative
* Retain for your records this Community Bus Information sheet
* The Community Bus Registration form needs to be processed prior to using the bus services. A copy will be returned to you for your records.
* A team member will contact you to confirm your first bus trip/service date.

*Thank you - Prospect Community Support – 8342 8091*

**General Conditions of Use**

1. All Prospect Community Bus service participants must be able to board and disembark the bus independently.
2. All 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.
3. The 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.
4. In utilising this Community Bus Service, Participants agree to be held responsible for their individual behaviour, personal belongings, and personal safety.
5. In the event of any emergency an ambulance may be called, and your emergency contact will be notified.
6. 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.
7. 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.
8. 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.
9. When using the Community Bus we ask you make a donation for this service - all donations received contribute to the operation of the Community Bus services.

Shopping and Library Services – We suggest a $3 bus donation per outing.

Social Programs - The amount will vary depending on the activity, location and the distance travelled. ‘Client contribution’ can range from $3 (around Prospect council area) to $10 (to the hills, country, or some beach locations).

1. Due to capacity on the bus, there is a limit of two shopping bags or one personal portable shopping trolley per person.
2. 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.
3. If you use a walking stick/frame or walker we ask that you mobilize with the mobility aid 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.
4. Both community buses are fitted with grab rails and seatbelts for passenger access and safety. We can accommodate one wheelchair per outing (one bus has wheelchair access).

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 useful 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](mailto:admin@prospect.sa.gov.au)

|  |
| --- |
| Thank you for your participation with the Community Bus service.  Please complete the attached Community Bus Registration form and return  using the enclosed return envelope.  (Prospect Community Support, City of Prospect, 128 Prospect Road, Prospect SA 5082)  For your records -  Please retain this Community Bus Information sheet.  Once we have received your Community Bus Registration form  we will return it back to you via email or post for your copy to keep.  *Thank you.*  *We foster a culture that is unconditionally respectful of inclusion and diversity –*  *we welcome YOU.* |

# Community Bus Registration Please Return

# 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………………………………………………………………………………………………………………

Medical Clinic Name / address …………………………………………………………………………………………

Clinic or Doctor’s Phone Number ………………………………………………………………………………………

# *Please tick all the following medical/health issues that apply to you: if yes explain*

⬜ Severe allergies …………………………………………………………………………………………………………

⬜ Memory loss / confusion ⬜ Vision loss ⬜ Diabetes Type……………………

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

⬜ You have an Assistance Animal

⬜ Other ……………………………………………………………………………………………………………………

# Mobility Information

# *Please tick the following medical statements that apply to your situation:*

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

# Privacy and Confidentiality

City of Prospect will maintain my privacy and confidentiality. Personal information is managed in accordance with the Australian privacy principles (APP).

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

I understand that City of Prospect complies with the Freedom of Information Act 1999.

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

* To be stored on our data base to create bookings and travel sheets
* To contact your emergency contacts if you require medical attention while using the bus service
* To keep you updated on information relating to Community Bus Services

# Permissions

# 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 for Photo and Video

When using our programs, we take photos for a range or purposes, to promote Social Programs and the community bus services as this raises awareness to promote engagement within our community.

City of Prospect is asking for your consent to be given for your image to be used for City of Prospect’s use, and once permission is given your image/content may be used in our publications including, but not limited to, advertising, Council’s website, posters, print and electronic media.

It is important to note that you do not have to give consent and you can change your mind.

There is no common law right to an individual’s privacy, however City of Prospect

adheres to the keeping of images/content in accordance with its legislative responsibilities pursuant to the Local Government Act 1999 (SA), State Records Act 1997 (SA) and City of Prospect’s Protection of Information Policy:

<https://www.prospect.sa.gov.au/__data/assets/pdf_file/0013/106060/Privacy_Policy.pdf>

I give permission for the images taken of me to be used by City of Prospect:

⬜ **Yes** ⬜ **No**

# Consent Declaration

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

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 Community Bus Information, the 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 and return this Community Bus Registration form  in the return envelope provided, *thank you* |

***OFFICE USE ONLY:***

⬜ *SMS (entry & document storage)* ⬜ *Program/s registration / bookings*

⬜ *Ensure client copy is returned CR22/63406 (August 2023)*