

# Department of Adult Services Transport Section



## Booking form for voluntary agencies

### **Please note:**

The Department of Adult Services' Transport Section hires out buses (with drivers) to voluntary organisations at evenings and weekends only. We can also provide passenger assistants. Wherever possible, please give at least 2 weeks' notice of your booking.

### **About You**

Your name \_\_\_\_\_

Name of your organisation \_\_\_\_\_

Address of your organisation \_\_\_\_\_

\_\_\_\_\_

Your phone number \_\_\_\_\_

Your e-mail address \_\_\_\_\_

### **About Your Journey**

Is your booking for the evening or weekend?     evening     weekend

Date of booking \_\_\_\_\_

How many people is the booking for (excluding the driver)? \_\_\_\_\_

Do you require a passenger assistant(s)?     yes (how many? \_\_\_\_ )     no

**Please turn over...**

What is the ratio of carers/passenger assistants to service users? \_\_\_\_\_

Is wheelchair access needed?       yes       no

Where are you travelling to? \_\_\_\_\_

What time do you need to be collected? \_\_\_\_\_

From where? \_\_\_\_\_

What time are you returning? \_\_\_\_\_

Your signature \_\_\_\_\_

Date \_\_\_\_\_

**Thank you for your interest.  
We will contact you about your booking in due course.**

*Please return this form to:*

Wigan Council, Department of Adult Services,  
Transport Section, Hindley Business Centre, Prospect Mill,  
Platt Lane, Hindley, Wigan.

Phone: 01942 749602

Fax: 01942 737683