

Staffordshire Wheels to Work Information Pack



Thanks for your interest in Wheels to Work, Wheels to Work helps people who are struggling to get to work or training because of difficulties with transport.

We would always encourage you to use public transport but understand that sometimes because of your rural location, shift times or child care commitments this is not always possible. If cost is a barrier to access we can help with a temporary bus pass.

If your training course or work is just a little too far to walk but is less than approximately five miles we will offer you a bicycle.

For longer journeys we loan out mopeds at a subsidised rate for a six month period. The mopeds are restricted to 30 mph but will help you get from A to B until you can find alternative transport.

All of the Wheels to Work solutions are short term and are aimed to give you a bit of breathing space, time to save or find an alternative way of travelling to work or training.

If you are interested in the scheme please complete the application form on the back of this page and then the pages relevant to you.

Completed applications should be returned to:

Wheels to Work
Staffordshire County Council
Wedgwood Building
Block A, Tipping Street
Stafford
ST16 2DH

Or emailed to: wheelstowork@staffordshire.gov.uk



Supported by



the coalfields
regeneration trust

Where did you hear about us?	
Client Name	
Tel:	Home : Mobile:
Address	
Age range	Under 16 <input type="checkbox"/> 16-19 <input type="checkbox"/> 20-24 <input type="checkbox"/> 25-29 <input type="checkbox"/> 30-39 <input type="checkbox"/> 40-49 <input type="checkbox"/> 50-59 <input type="checkbox"/> 60-64 <input type="checkbox"/> 65+ <input type="checkbox"/>
Date of Birth	
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
Employment Status	Employment <input type="checkbox"/> Training <input type="checkbox"/> Looking for Work <input type="checkbox"/>
CAREER DETAILS Please give details of current work/training you have been offered– name of employer and address, type of work/course – interview date or possible start date (A photocopy of written evidence, such as a job offer letter is also required)	
REASON FOR THE APPLICATION: . Please explain why alternative means of transport are not appropriate.	
Details of journey required	Please complete the following table with the client's start and finish times.

	DAY	START TIME	FINISH TIME
	MONDAY		
	TUESDAY		
	WEDNESDAY		
	THURSDAY		
	FRIDAY		
	SATURDAY		
	SUNDAY		

If you want to apply for a moped, please complete the next three pages

Do you have a clean, current driving licence: Yes / No

Type: Full / Provisional

If the answer is yes, please give the following details:

LICENCE NUMBER:

DATE OF COMMENCEMENT:.....DATE OF EXPIRY:

DETAILS OF ANY PENALTIES OR ENDORSEMENTS

.....

If you possess a provisional driving licence a photocopy (including the penalties and endorsements section) must be returned with this application

Please confirm you are eligible to apply for this scheme by completing the following the check list. To apply for this scheme, you must be able to answer yes to all of the following:

Condition	Yes	No
I live in area covered by Staffordshire County Council.		
I have a firm offer of job or training which is no more than 40 miles daily round trip from my home		
I have checked there is no suitable public transport available which meets my need		
I am aged 16+		
I have the support & permission of parents / guardians if I am 16 or 17		
I have either a provisional or full driving licence		
I am willing to undertake the CBT Training that is required by law		
I am able to afford the £40 monthly administration fee		
I have a bank account & I am willing to pay the monthly administration fee by standing order		
I can cover the Insurance excess of £250 in event of a claim		
I will have an alternative transport plan in place by the end of the six month loan.		
I understand the maximum loan period for Wheels 2 Work is six		

months		
I am prepared to comply with the Terms & Conditions of the scheme		
I understand that any abuse or ill treatment of the moped will result in a charge.		
I will provide details of a guarantor that in the event of none payment will be liable for charge.		

TERMS & CONDITIONS

- The moped and all equipment remains the property of Staffordshire County Council and failure to return the moped after six months will be considered theft.
- The length of the loan period is six months and cannot be extended.
- Any change in circumstances, such as change of address, telephone number must be reported to the coordinator.
- The moped will be serviced before it comes out to the client; it is the client's responsibility to maintain its general roadworthiness.
- It is the client's responsibility to carry out maintenance and checks such as cleaning, oil & fuel levels and tyre pressure.
- Mopeds will be serviced every 3 months; clients need to make them available. However any mechanical faults need to be reported immediately for additional work to be carried out.
- All mechanical work must be carried out by County Fleet Care.
- Mopeds are restricted to 30mph and any attempt to derestrict the bike will result in its removal.
- Reasonable wear and tear is acceptable but the client will be liable to pay for any damage to the moped.
- A small donation of £40 a month will be collected by standing order. If you do not complete the agreed payments your guarantor for the total costs.
- If your moped is removed for neglect or malice the client must pay the full cost of the loan.
- Compulsory Basic Training is provided and must be completed by all clients, unless they hold a current certificate or motorcycle license, this includes people with driving licenses prior to 1997.
- The client agrees to abide by the Highway Code and in accordance with traffic regulations.
- The client is responsible for any damage caused to any other people's property or injury arising out of misuse.
- The moped is provided with appropriate safety clothing which the client agrees to wear by signing this agreement.
- The safety helmet **MUST** be worn at all times when riding the moped.
- Any misbehaviour or mistreatment of the moped; such as carrying passengers, not wearing a helmet, drink or drug offences, etc will result in immediate removal of the moped from the client.
- The moped must be secured with the lock provided when not in use. The lock must go through the wheel and round a secure object.
- Theft must be reported to the Police immediately. Replacement mopeds are not available and the client can be charged if the bike was found to be insecurely stored.

- The moped is covered by comprehensive insurance however personal injury insurance is recommended.
- 24 hour breakdown covered is provided by the AA, any callouts must be reported to the coordinator.

‘The information provided on this form will be used by Staffordshire County Council in order to process your application for support. The information will be shared with Advantage West Midlands and Rural Access to Services Provider for assessment purposes. All personal data will be processed in line with the Data Protection Act 1998.’

If you are able to answer ‘Yes’ to the above questions and would like to apply to join the scheme please sign the declaration.

DECLARATION

I confirm that the information that I have provided is to the best of my knowledge correct and that I am applying to the Wheels 2 Work project for moped loan to enable me to access my work/training/education as described above.

Signed:.....

Date:.....

Parent/Guardian’s signature if client is under 18:

Signed

Date

I agree to the above terms & conditions.

Signed

Please provide details of a guarantor, they will be contacted in the event of none payment:

As guarantor you will be liable if:

- the client defaults on their £20 a month administration charge
- the client does not pay any parking fines
- the client refuses to pay for any damage that has been caused maliciously or through negligence

NAME

ADDRESS:

.....
POSTCODE: TELEPHONE NUMBER:.....

Signature of Guarantor to agree to the terms and conditions _____

If you want to apply for a bike, please complete this Page

TERMS & CONDITIONS

- Staffordshire County Council will provide an interest free loan for a bicycle and equipment that the client will pay for over a six month period.
- The prime use of the machine will be to access employment or training. If your circumstances change you must inform the Wheels to Work scheme. Any change in circumstance, such as change of address, telephone number and change of employer/training provider, must be reported to the co-ordinator and this might result in the terms of your bike loan being altered.
- As far as reasonably practicable the bicycle is provided to you in safe and roadworthy condition. Liability for its safety and general roadworthiness becomes your responsibility upon signature of this agreement.
- The user needs to be aware of their own and other people’s safety at all times, to ride responsibly and in accordance with traffic regulations. The user agrees to abide by the Highway Code, which will be provided where necessary.
- The user is responsible for any damage caused to other people’s property or injury to other persons arising out of the use.
- The rider **MUST** wear the safety helmet provided at ALL times when riding the bike. Staffordshire County Council takes no responsibility for any injuries sustained whilst riding the bike.
- The user is responsible for the security of the machine at all times and the lock provided must be used.
- The bicycle must not be ridden without lights at nights or in poor light conditions.
- Staffordshire Wheels 2 Work scheme does not offer any insurance cover to the user who will have to make his/her own arrangements for any insurance protection required. It is strongly recommended that personal injury insurance is taken out against third party liability claims.
- The user will responsible for keeping the cycle in a roadworthy condition and understands that it is their responsibility to carry out maintenance and daily checks such as repairing any punctures, adjusting the brakes, etc.
- Only one bicycle loan is available per client, in the event of theft the client would be responsible for providing a replacement.

DECLARATION

I confirm that the information that I have provided is to the best of my knowledge correct and that I am applying to the Wheels 2 Work project for a bicycle to enable me to access my work/training/education as described above.

Signed:.....

Date:.....

Parent/Guardian’s signature if client is under 18:

Signed

Date

I agree to the above terms & conditions.

Signed

If you would like to apply for a travel pass please complete this page

Subsidised Bus Travel is available to residents of Staffordshire (not including Stoke-on-Trent) to enable ease of access to work or training. Passes are for 3 months of free travel. By accepting this pass you are agreeing to find alternative transport after the three month period. Any assistance is at the discretion of Staffordshire Wheels 2 Work Co-ordinator. The pass can be removed if the system is abused.

DETAILS OF JOURNEY REQUIRED

Travelling from: _____

Travelling to _____

Travelling Times: (Please complete the following table)

DAY	START TIME	FINISH TIME
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		
SUNDAY		

Bus services to be used (if known):.....

Please attach the following to enable this application to be processed:

- **A photocopy of written evidence of your work/training/education offer is required. E.g. a job offer letter.**

DECLARATION

I confirm that the information that I have provided is to the best of my knowledge correct and that I am applying to the Wheels 2 Work project for subsidised travel to enable me to access my work/training as described above. I agree to the above terms & conditions.

Signed:.....

Date:.....

Parent/Guardian’s signature if client is under 18:

Signed

Date

MONITORING SHEET

Additional data – please note this page will only be used in a statistical format in order to comply with Data Protection regulations. By signing the Referral Form you acknowledge and agree to Staffordshire County Council holding and processing data in this way.

Information provided on this monitoring sheet will be treated in the strictest confidence.

How would you describe yourself?

White	
British	<input type="checkbox"/>
Irish	<input type="checkbox"/>
White Other background	<input type="checkbox"/>
Mixed	
White and Black Caribbean	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>
Any Other Mixed background	
Asian or Asian British	
Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>
Any other Asian background	<input type="checkbox"/>
Black or Black British	
Caribbean	<input type="checkbox"/>
African	<input type="checkbox"/>
Any other Black background	<input type="checkbox"/>
Chinese or other ethnic group	
Chinese	<input type="checkbox"/>
Any other ethnic group	<input type="checkbox"/>

Gender

Male Female

Disability

The Disability Act defines a person as having a disability if he/she “has a physical or mental impairment which has a substantial long term effect on his or her ability to carry out normal day to day activity.”

Do you consider yourself to have a disability?

Yes

No