Basildon Community Transport Services Ltd

Tel No: 01268 465858 – Open 9.30am – 4pm

Annual registration fee of £10.00 due every May

Cheques for registration fee must be payable to

Basildon Community Transport Services Ltd

Please keep this card by your telephone for reference.

If you need to cancel your journey for any reason please telephone the above number (24 hour answer phone in operation) and leave your name and address and what day you are cancelling for and the reason for the cancellation.

Thank you for your co-operation

To help us to run the service as efficiently as possible please:

- **Be ready prior to your pick up time, so that you can board the vehicle once it arrives. A driver could arrive up to 15 minutes earlier or later than your collection time. Please therefore ensure that you**

- **If you are not ready our drivers will only be able to wait for a maximum of 5 minutes otherwise your journey may be refused in order to continue the service.**

- **Have your money ready to pay the driver on entering each vehicle.**

- **Be at the return pick up point for your return journey (drivers can be clamped if they leave their vehicle to look for you).**

- **If your vehicle is late please allow for traffic delays or road works.**

- **All bookings for our community transport service are accepted on the understanding that staff and volunteer drivers are available.**

Thank you for your co-operation