



**ROTARY CHRISTMAS DAY
MORNING INFORMATION FOR BUS ESCORTS**

TRANSPORT DESK CONTACT NUMBERS:

07768683609

PLEASE TAKE GREAT CARE OF THE ELDERLY GUESTS WHEN YOU COLLECT THEM FROM THEIR HOMES THIS MORNING.

PLEASE WEAR A YELLOW TABARD AND A GREEN CAP

**ONLY PICK UP GUESTS ON YOUR LIST, WHICH IS IN YOUR ENVELOPE
IN THE EVENT OF A QUERY - PHONE THE DESK**

- 1. PLEASE PHONE GUESTS AHEAD OF YOUR ARRIVAL SO THEY CAN BE READY. THEY MAY TAKE A WHILE TO ANSWER – JUST BE PATIENT. THEIR DETAILS ARE ON YOUR LIST.**
- 2. RING OR KNOCK LOUDLY AGAIN, JUST BE PATIENT.**
- 3. IF THERE IS NO ANSWER, PLEASE TRY NEXT DOOR. IF THERE IS NO SATISFACTORY EXPLANATION **MAKE A NOTE ON THE PICK UP LIST AND GO TO THE NEXT GUEST ON YOUR LIST. DO NOT CALL 111!!****
- 4. DO CHECK THE PERSON HAS THEIR KEYS AND ANY MEDICINE THEY MAY NEED BEFORE LEAVING HOME.**
- 5. MAKE SURE THE GUESTS WEAR THEIR SEAT BELTS ON THE BUS.**
- 6. PUT THEIR LANYARD AROUND THEIR NECK AND CHECK THEIR NAME (LANYARD IS IN THE ENVELOPE)**
- 7. COLLECT THEIR INVITATION CARDS. IF THEY HAVE NOT GOT IT, MAKE A NOTE ON THE PICK UP LIST. THEY ARE INVITED TO COME ANYWAY.**
- 8. ON YOUR RETURN, OTHER VOLUNTEERS WILL TAKE THE GUESTS IN, **BUT YOU MUST REPORT BACK IMMEDIATELY TO THE TRANSPORT DESK WITH YOUR ENVELOPES AND PICK UP LISTS AND LABELS NOT USED.****
- 9. PLEASE REPORT ANY ACCIDENT OR INCIDENT, HOWEVER MINOR, TO THE TRANSPORT DESK. YOU MAY NEED TO COMPLETE AN ACCIDENT FORM**

