

## **Appendix 1 - Service Criteria for funding Community Transport Schemes**

### **Funding Criteria for Grant Applications 2012/13**

- As all schemes are providing a service for vulnerable adults (and sometimes children), all schemes must ensure that they comply at all times with the Criminal Records Bureau (CRB) / Independent Safeguarding Authority (ISA) requirements for all its active volunteers and employees.
- New schemes must implement CRB checks from the beginning. Existing schemes will be required to repeat CRB checks for all active volunteers and employees every 5 years.
- All drivers involved in the provision of minibus transport must successfully undertake a driver assessment recognised by the Council, i.e. the Council's own driver training course or MiDAS (Minibus Driver Awareness Scheme). New schemes must implement these assessments from the beginning. All schemes should repeat driver assessments (for all drivers) every 5 years. The Council will meet the cost of any minibus driver undertaking the Council's driver training course.
- Groups complete the Health & Safety questionnaire included within the annual funding application pack and return questionnaire with funding application by the closing date.
- Schemes are expected to operate as economically as possible and to keep accurate and audited accounts.
- The group has a properly constituted decision-making body (e.g. management committee) to oversee the project and make the necessary policy decisions.
- Any scheme funded would be expected to develop its own equal opportunities policy.
- All charges to users of schemes should be reasonable, cover running costs and be reviewed annually.
- Fares charged should be broadly equivalent to prevailing bus fares and application should be made to join the Local Authority's concessionary fare scheme.
- Applicants will be expected to raise funds from sources outside the Council and these proposals should be described at the time of application so that the financial or other implications can be properly considered.
- New schemes will be considered if submitted with evidence of an unmet need in the area.