

ROTARY CLUB OF WYMONDHAM

Gateway Trip Checklist

Before undertaking Gateway transport you should discuss the implications with the Club's Protection Officer or Community Chair. Rotarians who undertake Gateway transport must consider all of the following and confirm they have understood their obligations.	✓
1. Have you read and do you understand the Club Protection Policy and your obligations?	
2. Is your vehicle appropriate, legally road worthy and properly insured for this purpose? If you are not sure you will need to check with your insurance company before commencing Gateway transport. You must have a current driving licence.	
3. Are you familiar with the address of and route to the Gateway Centre, Attleborough and the time for collection? If this is your first time you should arrange for a Rotarian who already provides transport from the Gateway Centre to accompany you.	
4. Do you have the telephone contact of the responsible person at Gateway? This is usually listed on the rota list, as are the names of the individuals. This is important if you are delayed or if something goes wrong en route. It is always advisable to carry a mobile phone and have access to relevant contact details.	
5. Are you familiar with the home addresses of the people you will be transporting and the best route to their homes from the Gateway Centre? This is important, particularly when travelling when it is dark.	
6. Wymondham Rotary Club advises that a second responsible person accompanies you to assist if necessary (this need not be a fellow Rotarian). For example a second person could assist if one of your passengers becomes distressed while you are driving or you have to leave one of your passengers in the car unaccompanied. If you cannot get a second person to assist you should ensure a responsible person knows when you leave and is contacted again when you have completed your journey.	
7. You are responsible for the safety of your passengers at all times. You should consider the use of child locks and rear seats only. Your passengers will need to use seatbelts during the journey and you should check that they are properly secured.	
8. Any untoward incident or other matter of concern to be reported to Club Protection Officer or Community Chair	