

Staff Transport

The cost of transport is £2.80 per ticket. You will need to purchase a ticket before you travel from Reception for each time you use the bus to and from work.

Please note that timings are approximate and staff should ensure they are at the stops in good time.

New Stop Added to Timetable from 8 January 2018

HARLOW BUS

Early Shift

Harlow Mill (bus stop on dual carriageway heading towards Harlow)	6.15am
Church Langley (Tesco bus stop)	6.20am
Southern Way (Latton Bush Shops bus stop)	6.25am
Abercrombie Way, Harlow (Great Parndon Community Assoc bus stop)	6.30am
Harlow Playhouse	6.35am
Harlow Town Railway Station	6.40am
Hunsdon (Village Hall bus stop)*	6.45am

The bus will depart from the ARC car park at 2.50pm after the early shift, and will drop off at the stated bus stops in the following order: Hunsdon, Harlow Town Railway Station, Harlow Playhouse, Abercrombie Way GPCA, Church Langley Tesco, Harlow Mill, Sawbridgeworth.

Late Shift

Harlow Mill (bus stop on dual carriageway heading towards Harlow)	13.25pm
Church Langley (Tesco bus stop)	13.30pm
Southern Way (Latton Bush Shops bus stop)	13.35pm
Abercrombie Way, Harlow (Great Parndon Community Assoc bus stop)	13.40pm
Harlow Playhouse	13.45pm
Harlow Town Railway Station	13.50pm
Hunsdon (Village Hall bus stop)*	13.55pm

The bus will depart from the ARC car park at 9.50pm after the late shift and will drop off at the stated bus stops in the following order: Hunsdon, Harlow Town Railway Station, Harlow Playhouse, Abercrombie Way GPCA, Church Langley Tesco, Harlow Mill, Sawbridgeworth.

BUS TO/FROM SAWBRIDGEWORTH: Please note that staff will need to take the Bishop's Stortford bus to get into work, but return home on the Harlow bus.

****Please note that you will be required to flag the bus down at the Hunsdon stop, as it will be used infrequently.***

BISHOP'S STORTFORD BUS

Early Shift

Sawbridgeworth (White Lion bus stop)*	6.25am
Bishop's Stortford Train Station	6.35am
Thorley, Sainsbury's	6.45am

The bus will depart from the ARC car park at 2.50pm after the early shift, and will drop off at the stated bus stops in the following order: Thorley Sainsbury's, Bishop's Stortford Train Station.

Late Shift

Sawbridgeworth (White Lion bus stop)*	13.30pm
Bishop's Stortford Train Station	13.45pm
Thorley, Sainsbury's	13.55pm

The bus will depart from the ARC car park at 9.50pm after the late shift and will drop off at the stated bus stops in the following order: Thorley Sainsbury's, Bishop's Stortford Train Station.

BUS TO/FROM SAWBRIDGEWORTH: Please note that staff will need to take the Bishop's Stortford bus to get into work, but return home on the Harlow bus.

****Please note that you may be required to flag the bus down at the Sawbridgeworth stop, as it will be used infrequently.***

Guidelines for using St Elizabeth's Staff Transport

- Tickets should be purchased from Reception **prior** to travel. Current costs are £2.80 per ticket one way. You can pay for your tickets by cash or, if buying multiple tickets worth over £5, you can pay by card.
- No refunds will be given for unused tickets.
- The bus will only stop at the designated stops for safety reasons; please do not embarrass yourself or the driver by asking the driver to stop the bus elsewhere.
- Staff should ensure they are at the correct bus stops in good time, although drivers are asked to wait until the departure time before leaving.
- If you have arrived at the bus stop in good time but the bus has not arrived after 20 minutes following the departure time, firstly check that you are waiting at the right time and place. If you are, please contact Chariots for Hire on 01279-724020 – there may have been a vehicle break-down and they will advise you accordingly.
- If you miss the bus because you are late arriving the bus stop, no alternative means of transport will be provided or reimbursed by the Centre.
- If you have a complaint, please address this in writing to the Director of HR & Staff Development.
- St Elizabeth's Staff Transport is a non-contractual staff benefit and, as such is subject to change at the discretion of SLT.
- **Harlow Station – Overspill Arrangements**

In the past, and very infrequently, the bus has been full when it reaches the Harlow Station stop. If this happens, the Centre will pay for a taxi to bring you to work. You must be present at the stop when the bus arrives and you must speak to the driver personally to get the OK to go by taxi. The bus driver will log that you are unable to get onto the bus because it is full, and confirm that you can go directly to Metro Cars based in Harlow Station and get a taxi to the Centre "on account". The driver will give you information that you will need to identify yourself /authorise the trip when you go to Metro Cars.

If you travel by taxi rather than use your bus ticket, you must return your unused ticket to Reception with a note attached to it which states:-

- your full name
- the service/area in which you work
- the date that you had to use a taxi