



**STAFF TRANSPORT SERVICES &
TIMETABLE
From February 2019**

Tickets can be purchased at Reception

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 1 February 2019

HARLOW BUS

Early Shift

Harlow Mill (bus stop on dual carriageway heading towards Harlow)	06.15
Church Langley (Tesco bus stop)	06.20
Southern Way (Latton Bush Shops bus stop)	06.25
Abercrombie Way, Harlow (Great Parndon Community Assoc bus stop)	06.30
Harlow Playhouse	06.35
Harlow Town Railway Station	06.40
Hunsdon (Village Hall bus stop)*	06.45

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

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)*	06.25
The Bishop's Stortford High School (London Road)	06.30
Bishop's Stortford Train Station	06.35
Thorley, Sainsbury's	06.45

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, The Bishop's Stortford High School, Bishop's Stortford Train Station.

Late Shift

Sawbridgeworth (White Lion bus stop)*	13.30
The Bishop's Stortford High School (London Road)	13.35
Bishop's Stortford Train Station	13.45
Thorley, Sainsbury's	13.55

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, The Bishop's Stortford High School, 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.***

Hertford and Ware Staff Transport Service – Route and Timetable

We have recently launched a staff transport service route through Hertford and Ware. We will be running one eight seater taxi (limited to a maximum of five passengers) that will follow the route and timetable below. The service will run seven days a week and will operate in line with current care and support worker early and late shift patterns.

Early shift pick-up times:

Hertford North Station	06.20
Hertford East Station	06.26
Kings Road bus stop, Ware Road	06.30
Hertford Regional College (Ware)	06.34
St Elizabeth's Centre	07.00

Early shift drop-off times:

Hertford North Station	15.30
Hertford East Station	15.25
Kings Road bus stop, Ware Road	15.20
Hertford Regional College Ware	15.15
St Elizabeth's Centre	14.50

Late shift pick-up times:

Hertford North Station	13.30
Hertford East Station	13.36
Kings Road bus stop, Ware Road	13.40
Hertford Regional College (Ware)	13.44
St Elizabeth's Centre	14.10

Late shift drop-off times:

Hertford North Station	22.30
Hertford East Station	22.25
Kings Road bus stop Ware Road	22.20
Hertford Regional College (Ware)	22.15
St Elizabeth's Centre	21.50

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

