



**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.

HARLOW BUS

Early Shift

PICK UP TIME	PICK UP POINT	DROP OFF TIME/ DROP OFF POINT	RETURN DROP OFF TIMES
6.15 6.20 6.25 6.30 6.35 6.40	Harlow Mill Church Langley Latton Bush Shops Staple Tye (GPCA) Playhouse Town Station	07.00 St Elizabeth's Centre	
14.50	St Elizabeth's Centre	Playhouse Staple Tye (GPCA) Latton Bush Shops Town Station Church Langley Harlow Mill (Sawbridgeworth)	15.00 BUS 1 15.10 BUS 1 15.15 BUS 1 15.00 BUS 2 15.10 BUS 2 15.15 BUS 2

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: Harlow Town Railway Station, Harlow Playhouse, Abercrombie Way GPCA, Church Langley Tesco, Harlow Mill, Sawbridgeworth.

Late Shift

PICK UP TIME	PICK UP POINT	DROP OFF TIME/ DROP OFF POINT	RETURN DROP OFF TIMES
13.25 13.30 13.35 13.40 13.45 13.50	Harlow Mill Church Langley Latton Bush Shops Staple Tye (GPCA) Playhouse Town Station	14.10 St Elizabeth's Centre	
21.50	St Elizabeth's Centre EXTRA STOPS NIGHT RUN ONLY. IF BUS 1 IS FULL, BUS 2 TO TAKE PLAYHOUSE EXTRAS ONLY.	Esso Garage Playhouse Staple Tye (GPCA) Southern Way by Five Acres Latton Bush Shops Town Station Opp Lady of Fatima Church (Howard Way) Latton Farm Church Langley Harlow Mill	22.00 BUS 1 22.03 BUS 1 22.10 BUS 1 22.13 BUS 1 22:15 BUS 1 22.00 BUS 2 22.05 BUS 2 22.10 BUS 2 22.15 BUS 2 22:20 BUS 2

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: 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.

BISHOP'S STORTFORD BUS

Early Shift

PICK UP TIME	PICK UP POINT	DROP OFF TIME/ DROP OFF POINT	RETURN DROP OFF TIMES
06.25 06.30 06.35 06.45	Sawbridgeworth Boys High School B/S Bishop's Stortford Station Sainsbury's Thorley	07.00 St Elizabeth's Centre	
14.50	St Elizabeth's Centre	Sainsbury's Thorley Boys High School Bishop's Stortford Station (Sawbridgeworth)	15.00 15.05 15.10 15.25

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

PICK UP TIME	PICK UP POINT	DROP OFF TIME/ DROP OFF POINT	RETURN DROP OFF TIMES
13.30 13.35 13.45 13.55	Sawbridgeworth Boys High School B/S Bishop's Stortford Station Sainsbury's Thorley	14.10 St Elizabeth's Centre	
21.50	St Elizabeth's Centre EXTRA STOPS NIGHT RUN ONLY	Sainsbury's Thorley Boys High School Bishop's Stortford Station Bus stop just past Leventhorpe School Sawbridgeworth bus stop before White Lion	22.00 22.05 22.10 22.18 22.20

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:

1. 06.20 Hertford North Station
2. 06.24 Hertford East Station
3. 06.27 Fairfax Rd bus stop, Ware Rd
4. 06.32 Opp. Asda, Watton Rd, Ware
5. 06.35 Ware Rail stn.
6. 06.50 St Elizabeth's Centre

Early shift drop off times:

1. 14.50 St Elizabeth's Centre
2. 15.05 Ware Rail stn.
3. 15.10 Opp. Asda, Watton Rd, Ware
4. 15.15 Fairfax Rd bus stop, Ware Rd
5. 15.18 Hertford East Station
6. 15.25 Hertford North Station

Late shift pick up times:

1. 13.30 Hertford North Station
2. 13.34 Hertford East Station
3. 13.37 Fairfax Rd bus stop, Ware Rd
4. 13.42 Opp. Asda, Watton Rd, Ware
5. 13.45 Ware Rail Stn.
5. 14.00 St Elizabeth's Centre

Late shift drop off times:

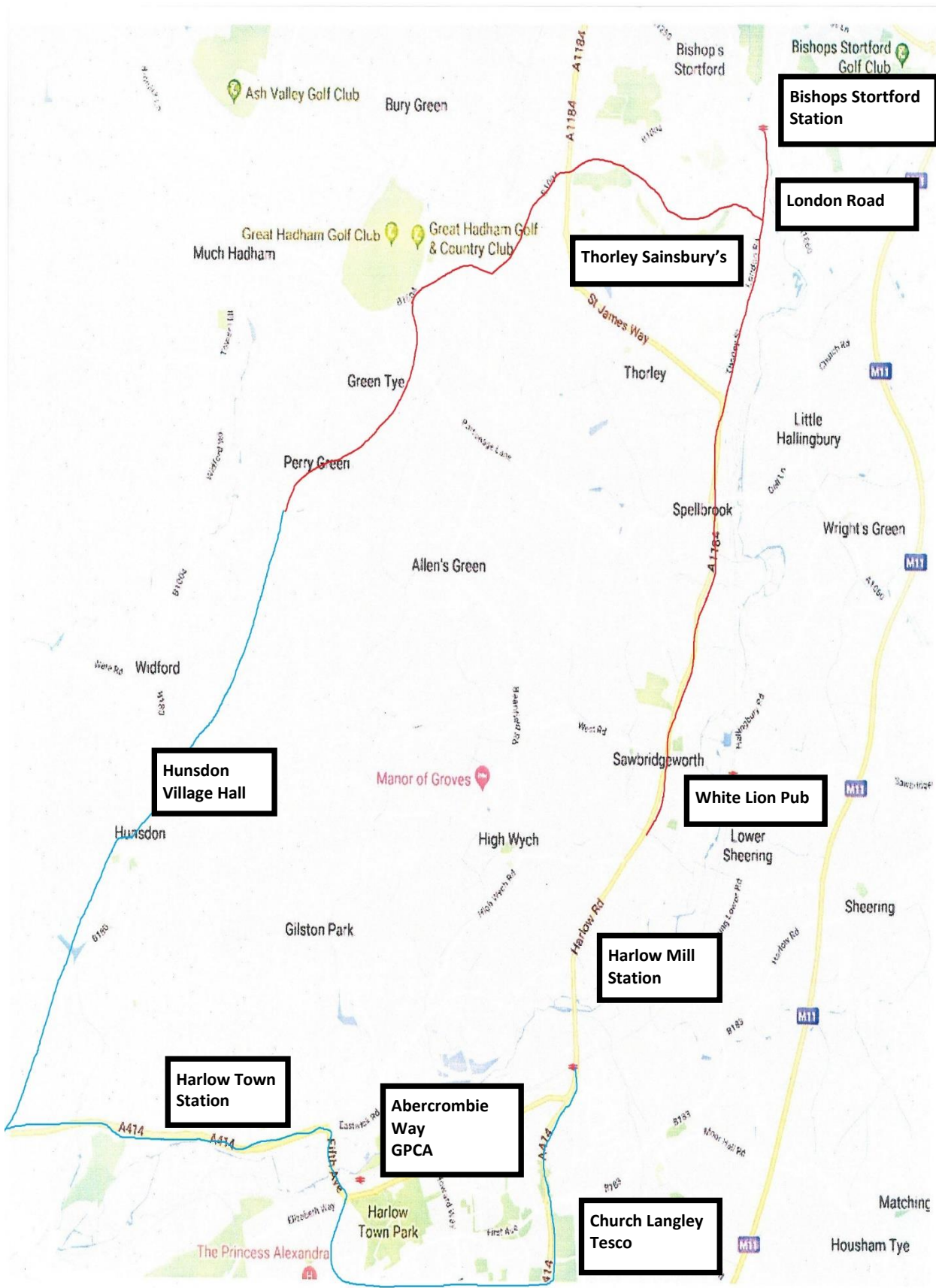
1. 21.50 St Elizabeth's Centre
2. 22.05 Ware Rail Stn.
3. 22.10 Opp. Asda, Watton Rd, Ware
4. 22.15 Fairfax Rd bus stop, Ware Rd
5. 22.18 Hertford East Station
6. 22.25 Hertford North Station

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, 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.
- **Overspill Arrangements**

In the past, and very infrequently, the bus has been full when it reaches the 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 ascertain the bus is full. The procedure is:

- You should call the Duty Manager on 07702859352 and explain the situation and your location so that the correct taxi company is contacted.
- The Duty Manager will then call Metro Cabs (Harlow) or Associated Taxis (Bishops Stortford) to authorise the journey and plan for the additional expenditure by raising a purchase order.
- Metro Cars or Associated Taxis should then be able to transport you to work.
- On arrival please hand your bus ticket to the Duty Manager. They will clip this to the purchase order to ensure the journey has been accounted for.
- All purchased bus tickets need to have name and department recorded on them at time of purchase and facial coverings should be worn at all times whilst using the buses.



Bishops Stortford Station

London Road

Thorley Sainsbury's

White Lion Pub

Harlow Mill Station

Hunsdon Village Hall

Harlow Town Station

Abercrombie Way GPCA

Church Langley Tesco

The Playhouse