

## Help with travel arrangements

Sheffield City Council is committed to ensuring that people are able to live and travel as independently as possible within their own communities. This factsheet tells you how we help people over the age of 18 years who need to travel to services or activities.

This is one of a range of factsheets about care and support in Sheffield (details on page 7).

### Introduction

To make sure we help people who need our support the most, we give priority to adults who wouldn't be able to continue to live at home safely or independently without help. We carry out a care and support needs assessment. We use national rules (called the Eligibility Regulations) to decide if you have any eligible care and support needs. Care and support to meet these needs makes sure you are safe, and that you are able to maintain your independence.

We then work with you to draw up a care and support plan that addresses these needs and will keep you safe. During care and support planning we look with you at the journeys that you will need to make and discuss what travel arrangements are most appropriate.

Once your support has started, we check back with you after 12 weeks, or earlier if you ask us, to make sure the support that has been put in place is helping you with your independence and meeting your eligible needs. This will provide an opportunity for you to let us know how well the travel arrangements to services and activities are working.

Your care and care and support plan is reviewed again after six months or a year depending on your situation, your needs and care and support plan arrangements. You can also ask for a review of your care and support plan if you find you no longer need support or your situation changes.

We pay for the most cost effective travel arrangements where you:

- need to travel to access a service or activity in your support plan that meets your eligible care and support needs; **and**
- are unable to travel safely without assistance; **and**
- have no other suitable travel resources available, financial or otherwise.

We only pay for travel arrangements in your care and support plan, other travel arrangements need to be paid for by you, your parent or your carer.

## **Your assessment and support plan**

During your assessment and drawing up your care and support plan we talk to you about how you can get to services and activities.

We look at when and how you are able or not able to travel safely without assistance. We discuss with you what would happen if transport support was not provided, considering the other ways in which you could reasonably be expected to attend activities or services by making your own arrangements to get there.

We will look at:

- which destinations, activities and services you are or are not able to access without transport arrangements
- whether physical access prevents the use of public transport or indeed other transport arrangements
- whether you are unable to access public/alternative transport because it would mean an unacceptable risk to others and/or there is an unacceptable risk to your own safety.

We also look at wheelchair size and type (if applicable), whether a passenger assistant (escort) is required, any medical issues and any other information that may affect the type of transport required.

Depending on your circumstances, we may request specialist input from an Occupational Therapist (OT) or travel planner during the assessment and care and support planning process to confirm what support, if any, you need to be able to travel safely. We may advise you that not all wheel chairs are suitable for transport purposes and will encourage the purchase of wheel chairs that are suitable.

If you do need an escort or paid carer to travel with you to the activities and services in your care and support plan then we will pay for the bus/train/tram fares incurred by the escort or paid carer.

If your personal assistant (PA) uses their car to drive you to the activities and services in your care and support plan we will pay for the mileage. We will calculate the mileage at the HMRC rates (45p per mile for the first 10,000 miles and 12p per mile thereafter). The PA will need to record details of journeys and mileage on an expenses sheet. We will not pay for any mileage that the PA incurs travelling to and from their home to your home to collect you as HMRC view this as travelling to a place of work and mileage cannot be claimed by the PA.

## **Support to be independent**

Our aim is to help you to be as independent as possible, so we look at the resources and support you already have from family, close friends and your community. We pay for travel arrangements in your care and support plan that cannot be met or paid for in other ways.

If you can use **public transport** – we expect you to use it. So if you can travel safely on your own, we expect you to get to services or activities by bus, tram or train. If you can travel on public transport with support from your family or close friends, we expect them to support you providing they are willing and able. This may mean changing the date or time of your activities so they are available.

If you qualify for a car parking blue badge, or a bus pass, rail card or other travel reduction – we expect you to use it to reduce the cost of your journeys.

If you have a **Motability vehicle** – we expect you to use it. So if you can drive we expect you to use your vehicle to get to services or activities. If you have family or close friends, we expect them to drive you to services or activities. This may mean changing the date or time of activities so they are available to drive you. We expect you to cover the petrol costs for the Motability Vehicle.

If you get a **Mobility Component (of PIP or DLA)** – we expect you to use it. So if you have travel costs to get to services or activities in your care and support plan, we expect you to prioritise your Mobility Component (of PIP or DLA) to pay for your travel. If it costs more than your allowance to pay to travel to services and activities we include these additional costs in your care and support plan.

If you need some **help or equipment** – we will tell you how you can get it. There are many ways in which getting the right help or equipment can support you to travel. For example if you purchase a wheelchair there are many buses in Sheffield that have easy access low floors or ramps. If you purchase a class 2 mobility scooter you can get a permit to take this on many local buses and trains in the region. However, there are restrictions on the size of wheelchair and mobility scooters you can take on public transport so it's worth contacting us and checking before you decide which to purchase.

If you need **help learning how to travel** – we can arrange Travel Training, where we can build your confidence and teach you to travel a specific journey or journeys in the city. We can also help you get a Safe Journey Card you can use to inform drivers of help you need like not setting off until you have sat down, or help to communicate.

## **Contributing towards your support costs**

If you receive social care support, we are expected to carry out a financial assessment of your circumstances to work out if you are able to make a contribution towards the cost of your support. Your care and support plan costs including any transport arrangements that we are going to pay for are subject to financial assessment under our Fairer Contributions Policy.

There are a number of conditions which determine how transport related income and expenditure are dealt with when calculating your contribution. Under our Fairer Contributions Policy:

- If it costs more than your Mobility Component (of PIP or DLA) to pay to travel to services and activities we only include the additional costs in your care and support plan. This is because Mobility Component (of PIP or DLA) is **not** included as income when calculating your ability to pay a contribution towards the cost of your support.

## Example: Showing calculation of contributions where travel costs exceed Mobility Component

John attends day service activities 3 days a week. He is unable to use public transport and takes a taxi to his activities. John has an account with the taxi company and his sister pays the taxi company on his behalf using his Mobility Component (of PIP or DLA) and some of his direct payment. The rest of John's direct payment is used to pay for day service activities. The taxi fares are £30 a week. John doesn't qualify for a Motability car. He has £21 a week lower rate DLA Mobility Component (of PIP or DLA).

### John's annual care and support plan costs are:

Day service activities	£7,800.00
Taxi fares	£1,560.00
Less DLA mobility	(£1,092.00)
Excess travel costs	£468.00
Total support costs	£8,268.00
Weekly cost	£158.56

### John's Financial Assessment is:

Weekly income	£150.00
DLA mobility	£21.00
Total income	£171.00
Less cost of living	(£109.75)
Less DLA mobility	(£21.00)
Weekly contribution	£40.25

(Note: weekly cost = total cost/(no of weeks in a year 365/7 = 52.143)

Therefore John's weekly Direct Payment to pay for travelling and attending day service activities is £158.56 less his weekly contribution to support of £40.25 = £118.31.

If your travel costs are higher than usual because of a disability, these costs will be taken into account as part of your financial assessment as Disability Related Expenditure (DRE), and your contribution towards the cost of your support will be reduced as a result. Evidence for exceptional transport costs will be considered by the financial assessment officer during the financial assessment. Disability Related Expenditure is generally calculated using a fixed rate of 25% of the overall travel cost. For travel to doctor and hospital appointments on a regular basis 100% of the overall travel cost is treated as Disability Related Expenditure. If you think that there are instances where the DRE allowance of 25% given does not cover the additional cost of your transport due to your disability you can ask for this to be reconsidered.

## Example: Showing calculation of contributions where there is Disability Related Expenditure

William attends day activities 4 days per week and has a taxi to get there. He has Mobility Component (of PIP or DLA) of £21 per week. He has other transport costs of £240 each year associated with visiting family and shopping; this cost is applied for as a Disability Related Expense in his financial assessment.

### William's annual care and support plan costs are:

Day activities	£10,000
Taxi fares	£3,000
Less DLA Mobility	(£1092)
Excess travel costs	£1,908
Total care and support plan costs	£11,908
Weekly amount	£228.37

### William's financial assessment is:

Income ESA	£121.65
DLA Care	£53.00
DLA Mobility	£21.00
Total Income	£195.65
Less cost of living	(£109.75)
Less DLA Mobility	(£21.00)
Contribution	£64.90
DRE for other transport: 25%* of £240 = £1.15 per week	
Net Contribution	£63.75

Therefore William's weekly Direct Payment is £228.37 to pay for travelling and attending day activities less his weekly contribution to support of £63.75 = £164.62.

\* A proportion (typically 25%) of DRE for other transport will be included in accordance with Fairer Contributions Policy as DLA should be used. Any remaining amount should be met from cost of living allowance or personal funds.

If you have to buy or lease a wheelchair your financial assessment will take into account what this has cost you as Disability Related Expenditure. This means you can prioritise your Mobility Component (of PIP or DLA) to pay for travel to services and activities in your care and support plan.

We expect petrol costs for a Motability vehicle to be funded from a person's weekly cost of living allowance. The petrol costs would not be treated as Disability Related Expenditure.

## Tell us what you think

If you have a suggestion, comment or complaint about any Council service you can tell us what you think:

- Telephone: (0114) 273 4567.
- Website: [www.sheffield.gov.uk/tellus](http://www.sheffield.gov.uk/tellus)
- Write to: Customer Services, Sheffield City Council, Town Hall, Pinstone Street, Sheffield S1 2HH.

## Where can I get more information?

If you have a question about this factsheet, want a printed copy to be sent to you, or want to speak to someone you can contact us.

Factsheets can be downloaded from our website: [www.sheffield.gov.uk/factsheets](http://www.sheffield.gov.uk/factsheets).

Information can be provided in alternative formats and other languages on request.

- Prevention and enablement
- Getting care and support
- Help for carers
- Children's Transition to Adult Social Care
- Independent Advocacy
- Planning and organising your care and support
- Paying for your care and support at home
- Paying for your care and support in a residential or nursing home
- Managing your finances
- Managing your Direct Payment
- Disability Related Expenditure
- Deferred Payments
- Personal Assistant Handbook
- Reviewing your care and support

## Contact us

- Email: [adultaccess@sheffield.gov.uk](mailto:adultaccess@sheffield.gov.uk)
- Telephone: 0114 2734908
- Write to: First Contact, Howden House, Union Street, Sheffield, S1 2SH

Document Reference: SCC-ASC-4. Produced July 2017.