

Dear Parent/ Carer

Re: Use of Wheelchairs in College Vehicles

Orchard Hill College are responsible for the safe transportation of students in wheelchairs when using the College vehicles.

Wheelchairs are supplied with an instruction manual which will clearly state whether the user can remain in the chair whilst on board vehicles. We need a copy of that instruction manual. If you do not have the manual, you should be able to obtain a copy from the wheelchair supplier.

It is mandatory that the all associated documentation is sent into College to enable students to use college transportation.

*Please could all paperwork including return slip (on the following page) be sent to the college prior to the students start date. This can be handed in to our admin team based at the college centre reception.

If the required information is not received, the student **will not** be able to access college transport.

Please liaise with your regular transport company and or wheelchair services who may be able to support further with the documentation required. Manufacturers of wheelchairs and seating systems should make information relating to the safe transportation of their products readily available and easy to understand.

Thank you for your co-operation,

Kind Regards

Therapy Department
Orchard Hill College
0207 358 7300

Important information

College transport for wheelchair users – return slip

Please tick the box which applies

Student does not require a wheelchair

Student transfers out of wheelchair for travelling

Student is safe to travel within existing seating system

Student name :

Centre student :

Signed by :

Name :

Date :

*please include the relevant supporting documents