**Special Assistance Checklist**

Please complete a separate form for every Passenger that requires assistance, at the time of booking. The questions are not intended to be intrusive. The information you provide will only be used to check that the transport, accommodation and facilities are right for all passengers. **Before completing this form, please sign and return the Information Sharing Agreement, allowing us to collect the sensitive personal data below.**

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| **Group Name** |  |
| **Destination** |  |
| **Departure Date** |  |
| **Passenger Name** |  |

SECTION ONE: GENERAL INFORMATION

1. How would you describe their disability?

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SECTION TWO: GETTING AROUND

1. Can they walk more than 500 metres without assistance? Yes / No

If No, please give details.

*Note: Some distances from a coach drop off point to a visit, on board a ferry, or between departure gates at the airport, can be long and they may need more time than most to get from one place to another which we need to be aware of.*

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1. Do they use a wheelchair when travelling? Yes / No
2. If yes will they be taking their own wheelchair? Yes / No

3a. If Yes, is their wheelchair battery powered? Yes / No

3b. If Yes, what type of battery cell it is? Dry Cell / Wet Cell

3c. What are the dimensions and weight of the wheelchair?

OPEN: Width \_\_\_\_\_\_\_\_ in/cm Height \_\_\_\_\_\_\_in/cm Depth \_\_\_\_\_\_\_in/cm Weight \_\_\_\_\_\_kg

FOLDED:Width \_\_\_\_\_\_\_ in/cm Height \_\_\_\_\_\_\_in/cm Depth \_\_\_\_\_\_\_in/cm Weight \_\_\_\_\_\_kg

1. Can they walk a short distance without their wheelchair? Yes / No

1. Can they transfer onto a regular seat/chair i.e in a restaurant, coach or plane? Yes / No
2. Will a standard, non-disabled access WC be suitable? Yes / No

SECTION THREE: TRAVELLING ON A COACH, PLANE OR FERRY

1. Can they walk up/down steps/gangway to board an aircraft/ferry without assistance? Yes / No

1. Will an accessible coach with a wheelchair lift be required? Yes / No
2. Can they board/leave a standard coach, including managing steep steps, without help? Yes / No
3. Are ramps required for boarding trains/ferries? Yes / No
4. Do we need to organise special assistance at the airport or on board the aircraft, such as a wheelchair or special assistance for getting around the airport or an aisle seat on board? Yes / No

*Note: Cabin Crew are not allowed to assist with certain activities and airlines may insist on passengers travelling with a companion who can assist them with certain tasks such as if they are unable to lift themselves in/out of their seat, or if they require assistance using the toilet facilities.*

If Yes, please provide details:

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1. Will they be taking any medication with them? Yes / No

*Note: if carrying medication, please check with your Doctor or the NaTHNaC website for advice as they may need to carry a letter of authorisation from their doctor. Gels, liquids and medication requiring needles may be subject to additional security restrictions, particularly at airports.*

If Yes, does it need to be refrigerated? Yes / No

1. Will they be bringing medical or other equipment to assist them? Yes / No

If yes, please describe what?

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SECTION FOUR: ACCOMMODATION

1. Can they walk up and down stairs without assistance? Yes / No

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1. How many steps can they cope with unaided?
2. Do they require a ground floor room? Yes / No

If a ground floor room is not available, would a lift near their room be adequate? Yes / No

1. Are they bringing a Carer? Yes / No

If Yes, do they need to share a room with the Carer? Yes / No

1. For students, are they able to share a room with other students? Yes / No
2. Do they need any special facilities in their room? (please indicate as required) Yes / No
3. Grab rails
4. Access to a fridge for medication
5. Level entry shower
6. Other – please specify

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IMPORTANT INFORMATION

The information you provide will be passed onto all those involved in your booking who will do their best to meet their travel needs. However please remember:

* Meeting their needs cannot always be guaranteed and may need to be changed without prior notification due to unforeseen circumstances – if this is a condition of the booking please ensure that you make us aware immediately upon receiving this form so that we can advise best how to proceed.
* Where pre-notification to any of the suppliers is required, it is vital that we receive this information in good time, and preferably at the time of booking. Please note that any change in requirements may affect the suitability of the travel arrangements so please let us know of any changes immediately.
* Safety and security restrictions may limit what they will be able to take with them when travelling on board a plane, ship or coach.
* On request, airlines must male all reasonable efforts to arrange seating to meet passengers disability needs, subject to safety requirements and availability.

Customer signature . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Date . . . . . . . . . . .

If you’re answering the above questions on behalf of a another person, please sign below to confirm that this information is accurate and that you have the person’s consent to share information for the purpose of making travel arrangements.

Signature . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Date . . . . . . . . . . .

I am over 18 years of age