

Annex: Sample Pilot day (no day will be typical!)

Prior to first session:

- Release Cycle Taxi from parking station.
- Connect the electric battery, collect spare battery/ put spares on to charge.
- Roll the cycle and trailer out of the storage.
- Carry out cycle roadworthy check, complete documentation.

Beginning and End of each session:

- Log participants into session database using tablet.
- Add new participant records to database using tablet.

After final session:

- Return the vehicle back into the docking station and secure it
- Ensure session/participant information is logged into online database using tablet
- Put batteries back on to charge
- Submit completion report on database using tablet
- Secure the storage location

RSBS - E03 (Chris Street)	Session 1	Session 2	Session 3
Pilot time	0830 -1100	1100 - 1330	1400 - 1630
Public time	0915 - 1030	1115 - 1245	1400 - 1530
Pilot	Sarah Black	Sarah Black	Sarah Black
Notes	Dr Appointment is at 0915- wait for Adila and take her home. If not finished on time she will call her sister to come and collect her. (see emergency contact)	Mary and George live together and want to take Mohammed for a day out to celebrate his birthday.	Take Mary Stiles phone number with you and report to her when you bring the couple back to the home. Remind them to go to Specsavers in the shopping centre to pick up new glasses.
Participant 1	Adila Begum	Mohammed Khatun	Adil Rashid
Participant 2		George Brown	Hafsa Rashid
Participant 3		Amber Brown	
Community Group			Best Care Homes
Community Group Contact			Mary Stiles
Start location	20 Saltwell St, London E14 0DQ	63 Bazely St, London E14 0ES	Best Care Home, 37 Harbour Exchange Square, London E14 9GE

via	St Paul's Way Medical Centre- First Floor, 11 Selsey St, London E14 7LJ	1 Woodall Cl, London E14 0HB	Canary Wharf Shopping Centre, 1 Canada Square, London E14 5AB
via		Mudchute Park and Farm, Pier St, London E14 3HP	
via		1 Woodall Cl, London E14 0HB	
End location	20 Saltwell St, London E14 0DQ	63 Bazely St, London E14 0ES	Best Care Home, 37 Harbour Exchange Square, London E14 9GE
Trip type	Health Visit	Leisure ride- Group	Daily Utility trip
Total miles ridden			