

PD 10

COACH TRIPS

ORGANISED BY MEMBERS OF THE U3A FOR MEMBERS OF THE U3A

This advice sheet has been prepared to assist anyone who plans to run a coach trip for the Bishops Stortford U3A.

PLANNING.

When a date has been decided, but preferably before booking anything, contact should be made with the **EVENTS AND OUTINGS CO-ORDINATOR** to establish if there are any other trips or events on your chosen day which could affect your trip.

It is suggested that a trip be offered for sale at least 2 meetings before the trip goes out, and advertising the sale month in the Diary and on the web is advantageous although not always possible.

Contact a coach operator (advice on this is obtainable from the Co-ordinator). Once you have established the costs, i.e. coach hire, including drivers tips and any expenses this figure should be divided by 40 (giving some leeway, in case you are unable to fill the coach). This amount should be added to whatever the entrance fee, if applicable, and/or any meal that you plan to provide, giving you a price per person to sell the trip.

Tipping the driver presently averages £50 for a simple trip or perhaps the theatre and £60 for a longer more complicated trip. It is at your discretion. This advice may change as fees and prices increase.

Tipping for holidays are at the discretion of the Organiser

DEPARTURE POINTS. These are at the Organisers discretion but should be kept to a minimum, our main departure points are at Silver Leys at the top of Hadham Road where there is parking on the left as you enter the ground and the rear car park of Sainsbury's Thorley, which can be used, if permission is sought and given by The Manager.

Details of the trip should be forwarded to the Diary Compiler and the Web Co-ordinator as soon as details are confirmed.

SALE OF TRIP AT MONTHLY MEETING – arrive 15 minutes before opening to enable your board and table to be set up.

A sign-up sheet should be produced for the meeting where name, telephone number and departure point are taken. After the meeting the list should be cross-checked against the membership list to ensure all participants are members.

Payment **must be made when booking**, preferably by cheque, made payable to Bishops Stortford U3A. (A person may be put on a waiting list if payment cannot be made at the time of booking). This is a firm booking and refunds can only be made if the place can be sold on.

As soon as you know the trip is viable (ie 40 people have signed up) confirmation should be made with the coach company and where necessary venue, tour guide etc.,

Cheques should be tallied and forwarded to the Treasurer for banking, with details of the trip.

Prior to the trip a request should be made to the Treasurer for cheques and expenses allowing sufficient time for the Treasurer to get cheques signed, and the Organiser to get to the bank.

A cheque will be required for the coach company

The venue or tour company

Yourself to bank and get out as cash for the drivers tip, expenses and any refunds

ON THE DAY

Have a check-list of all participants and check everyone onto the coach by name, and at the final departure it is advisable to do a head count. If someone doesn't arrive at their chosen departure point, it is **their responsibility**. You may telephone them or wait a few minutes at your discretion but you will have others who are waiting. **It is imperative that each person gets on at the point that they have arranged and that they are there well before the leaving time.**

Once on your way introduce yourself, the driver and the coach company and the plan for the day.

Pass your mobile number down the coach so that if anyone has an accident/incident or is poorly they can contact you. (You should exchange numbers with the driver in case you need to contact him during the day)

Before reaching the destination reiterate the plan for the day and give out **again** the time the coach is leaving the venue.

On return do a head count or check people on with the sign up sheet if you are not familiar with all the passengers

Just prior to the first drop off it is customary to thank the coach driver over the microphone and present him with his tip in an envelope.

REFUNDS

Working on the figure of 40, (modern coaches are 49 or 53 seats) and you sell more places, this money is divided up between the persons travelling, working to the closest 50p and given back during the outward journey.

Any small surplus is retained in the U3A account

AFTERWARDS

Prepare an account statement (Income/Expenditure form PD 10a download from website) and submit to the Treasurer

Any accidents/incidents that occur on the trip should be reported to the main committee. **ACCIDENT REPORT FORMS (PD9)** can be downloaded from the B/S U3a website. As a Group we have to advise the U3A Trust in accordance with the insurance arrangements.

NOTE: This document has been produced as a guide to trips organisers, not all points will be relevant and most of them you would do automatically. The aim is to make organising and running a trip hassle free so you can also enjoy the day.

The Events and Outings Co-ordinator and the Committee are only a phone call away.

Revised: January 2019