

A large, faded, grayscale image of a woman's face serves as the background for the lower half of the page. She has dark, wavy hair and is smiling gently.

## Mobility Scooter Policy

## Gloucester City Homes Contact Information

### How to contact us

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You can also contact us using our online reporting forms.

Please note our website is speech enabled and you can adjust the size of the text and translate it to other languages.

## Gloucester City Homes Document Format Information

If you would like any part of this document explained, translated or provided in another format such as large print, audio or Braille, please contact our Customer Services Team on 0800 408 2000.

### Bengali

যদি আপনি এই ডকুমেন্ট অন্য ভাষায় বা ফরমেটে চান অথবা যদি আপনার একজন ইন্টারপ্রেটারের প্রয়োজন হয়, তাহলে দয়া করে আমাদের সাথে যোগাযোগ করুন।

### Chinese

本文件可以翻译为另一语文版本，或制作成另一格式，如有此需要，或需要传译员的协助，请与我们联系。

### Gujarati

જો તમને આ દસ્તાવેજ બીજી ભાષા અથવા રચનામાં જોઈતો હોય, અથવા જો તમને ઇન્ટરપ્રિટરની સેવાઓ જોઈતી હોય તો, કૃપા કરી અમારો સંપર્ક સાધો.

### Polish

Aby uzyskać ten dokument w innym języku lub formacie, albo jeżeli potrzebujesz usług tłumacza, skontaktuj się z nami.

### Urdu

یہ دستاویز اگر آپ کو کسی دیگر زبان یا دیگر شکل میں درکار ہو، یا اگر آپ کو ترجمان کی خدمات چاہئیں تو برائے مہربانی ہم سے رابطہ کیجئے۔

[Translation reads: If you would like this document in another language or format or require the services of a translator, please contact us.]

STATUS (Draft / Approved / Updated / Archived)		REFERENCE
<b>APPROVED</b>		H:\Master Documents\Templates\GCH Policy & Procedure Template.doc
<p>Important Notice:</p> <p>Printed paper copies of this procedure are <b>uncontrolled</b>.</p> <p>The current version of this procedure is available on the Intranet</p>		

**Documentation Master Sheet**  
***Amendments to this Document are Detailed Below***

Version Number	Date Amended	Comments	Date Approved	Author	Approved By
1		Draft		DW	
2	14/04/09	Approved	20/04/09	DW	Customer Forum

**Summary of most recent changes:**

Comments from CGH staff and GCH customers have now been included after consultation through the SAG group

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## GLoucester City Homes Mobility Scooter Policy

### 1. INTRODUCTION

Gloucester City Homes recognises that our customers should under the Disability Discrimination Act have a quality of life, which allows our customers to have the provision for full mobility, which includes the right to own a mobility scooter.

Gloucester City Homes conforms to the DDA in ensuring our customers can maximise independent living using the most appropriate equipment available to allow them to do so.

The leasing or buying of Mobility Scooters forms part of a measure, which assists this process. Even though our customers meet this cost privately, Gloucester City Homes has a duty to ensure that these vehicles are being used legally with full responsibility being taken by the owner who resides in a Sheltered Scheme managed by Gloucester City Homes.

Mobility scooters were introduced to provide local outdoor mobility for people with disabilities who might otherwise be confined to their home.

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### 2. LEGALITY

Powered scooters are defined as 'invalid carriages' under the Use of Invalid Carriages on Highways Regulations 1988. The regulations divided these machines into three classes:

Class 1 covers manual wheelchairs;

Class 2 applies to machines designed for use on the pavement, travelling at speed of up to 4 mph. They may also be used on the road to cross from one pavement to another or where no pavement is available.

Class 3 applies to machines that can be used both on the pavement where, like class 2 vehicles, they are limited to 4 mph, and on the road where they can travel at up to 8 mph.

Class 3 vehicles are required by law to be registered with DVLA for road use. These vehicles will be licensed in the disabled taxation class and display a nil duty tax disc. Insurance is not a legal requirement but it is essential if the vehicle is to be used and stored within a sheltered scheme.

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### **3. TRAINING**

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Any resident considering buying a new or second-hand mobility scooter from a commercial retailer will generally be advised on the type of machine, the suitability of the machine and be instructed on all safety aspects of using a mobility scooter. A test-run usually concludes the introduction to the machine and all of this should be included in the purchase price.

Residents who purchase a second-hand mobility scooter through local newspaper advertising or similar outlets, do not have this safeguard so must be wary. The mechanical state of the scooter and the state of the batteries, which are expensive to replace, needs checking.

Gloucester City Homes highly recommend that customers visit an organisation where mobility scooters can be hired and training given to gain experience, before they purchase a mobility scooter. Shop Mobility located in Gloucester City Centre at 1 Hampden Way is a Gloucester City Council service, that can provide these opportunities

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### **4. ALLOCATION OF A SPACE IN A SHELTERED SCHEME**

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Before a resident purchases a mobility scooter, they must seek permission from the Community Scheme Manager. This is to ensure that there is adequate storage space available before bringing a scooter onto the scheme.



Allocation of a space for a mobility scooter will take place on a First-Come First-Serve basis. If there are already mobility scooters parked on a sheltered scheme, the Community Scheme Manager will record the details and ensure that there is adequate space for all scooters to remain. If there is not the Community Scheme Manager will work with the residents to achieve a mutual solution.

The Community Scheme Manager will manage and allocate the spaces on requests made. Discretion will be used if a request is made on medical grounds with an Occupational Therapist recommendation. It will be the responsibility of the resident to provide sufficient evidence to support their request for a space.

Mobility Scooters must not be stored in the communal corridors, or communal areas unless the Community Scheme Manager has, in writing, permission from the Fire Safety Officer from Gloucestershire Fire & Rescue Service who has given clearance that they are not causing an obstruction to the communal corridors and fire escape routes

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## **5. CHARGING OF MOBILITY SCOOTERS**

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These vehicles where possible, should be charged inside a resident's home unless specific provision is made within a communal area. Charging should be undertaken in accordance with the manufacturer's instructions.

All vehicles charged within the designated area will require a PAT (portable appliance test) annually to ensure that the charging equipment is in a fit state to be used. This will be carried out by Gloucester City Homes along with all other equipment on the sheltered scheme. Should the charger fail the PAT test it will be the owners responsibility to repair / replace the damaged item, before it can be used again.

Vehicles should not be left on permanent charge, and only charged for the manufacturer's recommended time.

Gloucester City Homes will not, at this moment, charge owners for the electricity used to charge their mobility scooters when stored in the designated areas but maintain the right to do so in the future.

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## **6. STORAGE OF MOBILITY SCOOTERS**

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No Mobility Scooter can be stored or charged in the internal communal area unless an area has already been specifically designed and set aside for this purpose. Where designated internal areas have been provided for, residents must comply with the Health and Safety regulations.

Therefore mobility scooters must be stored within the designated area at the sheltered scheme or within the resident's property, not in any communal area

Fire safety regulations state that mobility scooters stored in communal corridors are not allowed and any fine imposed on Gloucester City Homes relating to a breach of this, will be recharged to the perpetrator.

Failure to comply will result in a breach of tenancy and you will be asked to remove the mobility scooter from the scheme permanently.

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## **7. ALTERATIONS TO PROPERTIES**

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No alterations can be made to the communal building or resident's home, without written consent from Gloucester City Homes.

Where residents are prepared to fund such alterations themselves they should seek formal permission in accordance with Gloucester City Homes policy on improvement works. Gloucester City Homes will not unreasonably withhold permission for a resident to place a small scooter shed at the rear of their property or where it is practicable to do so but only after successful consultation with neighbours who may be affected.

Prior to the purchase of mobility scooter the resident, or thier family member, must consult with the Community Scheme Manager to



ascertain if space is available within the communal storage areas. If the resident wants to store the vehicle outside of their property the resident must consult with the Community Scheme Manager to start the consultation process with the neighbours who may be affected.

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## 8. OWNING A MOBILITY SCOOTER

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Any mobility scooters kept on Gloucester City Homes property must have appropriate insurance in place. This should include liability insurance in case of either damage to building, or injury involving other people who may be living at or visiting the sheltered scheme.

Any damage to Gloucester City Homes property caused by a mobility scooter will be recovered through the owners insurance company. If the owner does not have a current insurance certificate, they will be personally liable for all costs, and asked to remove the scooter from the Scheme immediately

A copy of current insurance certificate must be provided to the Community Scheme Manager, and subsequently a yearly renewal certificate

Failure to comply will result in a breach of tenancy and you will be asked to remove the mobility scooter from the Scheme permanently.

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## 9. PERMISSION TO USE A MOBILITY SCOOTER

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Unless permission has been granted from Gloucester City Homes **NO** motorised mobility scooter is to be stored or used within the communal areas of any scheme.

Such permission will be subject to the requirement of the resident to show proof of adequate insurance cover for the mobility scooter and will only be granted if the resident has an Occupational Health recommendation that they can not walk from the designated storage area to their property. The mobility scooter must then be stored within their property and not in the corridor or any other communal area and

permission will not be granted if access can only be obtained via a communal lift.

Where written permission is granted, the resident must agree and comply with all conditions placed upon the storage and usage of the vehicle. Gloucester City Homes reserves the right to withdraw permission at any time should the conditions of the permission be broken.

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