

Children's Services Quick Guide

Requesting Transport through the Transport Service Group

In order to request transport, a Purchase Request step must be available for you to use. This can be added as a **Send Immediately** next action from most steps.

Please Note: The **CS Childrens Transport Purchase Request C0400** form will only be available within your purchasing step if service normally requests transport via TSG.

Once the Purchase Request step has been assigned to the worker the step can be started.

In **Section 1. Purchase Request Details – Required Purchase Type**, select **Transport Request**. A pop up will appear directing you to the optional form you must complete if the transport is for more than 5 working days in advance.

Click on the forms and letters icon  and select **CS Childrens Transport Purchase Request C0400**. A new form will appear in a new tab. This must be completed in as much detail as possible on sections 1-6.

Once the form has been completed, click back onto the first tab, **CS Children's Purchase Request C1300** to access **Next actions**. Using the **Add** button, select **SC Request Transport from Transport Team**. Then select the **LCC Passenger Transport - Inbox** from the Pass to Worker drop down box.

Once completed, use the  requests icon to send the mandatory clipboard request to a manager for authorisation. The manager will receive the Incoming Request and complete **Section 7. Manager's Authorisation** in the CS Childrens Transport Purchase Request C0400. They can then mark the clipboard request as **Completed**.

Use the  finish icon to finish the step. This will send the Transport Purchase Request to the LCC Passenger Transport - Inbox to be actioned.