

Invite a local representative to your CTO

Community Transport Week 2026 is a great opportunity to invite a local representative or decision-maker to see your organisation in action.

A visit can help them understand the difference Community Transport makes locally, meet the people behind your service, and hear directly about the challenges and opportunities facing your organisation.

You could invite your:

- MP
- MSP
- MS
- MLA
- local councillor
- mayor or commissioner
- local funder
- other local stakeholder or decision-maker

You do not need to plan a big event. A short visit, conversation, photo opportunity or chance to meet your team can be enough.

Why invite them?

Community Transport Organisations know their communities best. You understand the journeys people need, the barriers they face, and the difference your service makes every day.

A visit gives local representatives the chance to hear that directly from you, your staff, your volunteers, your drivers and your passengers.

It can also be a useful opportunity to talk about the support your organisation needs to keep driving communities forward, including issues such as:

- driver recruitment
- D1 licensing
- funding



- volunteering
- vehicle costs
- rising operational costs
- access to suitable low-emission vehicles and infrastructure
- the role Community Transport plays in reducing isolation and improving access to services

Before the visit

If you arrange a visit, it may help to think about:

- what you want them to understand about your organisation
- who they could meet, such as drivers, volunteers, passengers, staff or trustees
- whether there is a journey, vehicle, service or project you can show them
- one or two key challenges you want to raise
- whether you can take a photo to use on social media or send to local press
- whether you need permission from anyone who may be photographed or quoted

Template email invite to local representative

Subject: Invitation to visit [ORGANISATION NAME] during Community Transport Week 2026

I am writing to invite you to visit **[ORGANISATION NAME]** in **[LOCATION]** during Community Transport Week 2026, which takes place from **Monday 12 to Friday 16 October**.

Community Transport Week is a UK-wide celebration of the vital role Community Transport plays in helping people stay connected, independent and involved in their communities. This year's theme is **Driving Communities Forward**, celebrating the drivers, volunteers, staff and organisations who keep communities moving every day.

At **[ORGANISATION NAME]**, we provide **[TYPE OF SERVICE — for example: accessible minibus services / community car schemes / volunteer driver services / dial-a-ride / group transport / non-emergency patient transport / shopping or prescription deliveries]** for people in **[LOCATION / COMMUNITY]**.

Each year, we support **[NUMBER OF USERS / PASSENGERS / MEMBERS]** people to access **[DELETE AS APPROPRIATE: healthcare / education / employment / social activities / shopping / public services / volunteering / friends and family / community events]**.



Our work helps **[DELETE AS APPROPRIATE: reduce isolation and loneliness / improve access for disabled people / support older people to remain independent / help young people reach education or work / reduce transport poverty / connect people with essential services]**.

We would be delighted to welcome you to **[ORGANISATION NAME]** during CTWeek26 so you can learn more about our work, meet our **[staff / volunteers / drivers / passengers]**, and see the difference Community Transport makes locally.

We would also welcome the opportunity to discuss some of the challenges facing Community Transport, including **[DELETE AS APPROPRIATE: driver recruitment / D1 licensing / funding / volunteering / vehicle costs / rising operational costs]**. These issues affect our ability to keep driving communities forward and supporting the people who rely on our services.

We would be happy to work with you and your office to find a suitable time for a visit.

Thank you for your time. I look forward to hearing from you.

Yours sincerely,

[NAME]

[POSITION]

[ORGANISATION]

[CONTACT DETAILS]

Optional talking points for your visit

You do not need to cover all of these. Choose the points that are most relevant to your organisation.

Community Transport keeps people connected

Community Transport helps people access healthcare, education, work, volunteering, shopping, social activities and essential local services.

Drivers and volunteers make a huge difference

Many services rely on paid and volunteer drivers who do far more than drive. They offer reassurance, familiarity and connection for passengers.

Driver recruitment is a growing challenge

Many Community Transport Organisations are finding it harder to recruit and retain the drivers they need.

D1 licensing affects the sector

D1 licensing requirements can make it harder for organisations to recruit minibus drivers, limiting the services they can provide.



Funding remains a major pressure

Short-term or uncertain funding makes it difficult for Community Transport Organisations to plan, retain staff, maintain vehicles and meet local demand.

Community Transport delivers wider social value

Community Transport helps reduce isolation, improve access to services, support independence and strengthen communities.

After the visit

After the visit, you may want to:

- thank the representative for attending
- send them a photo from the visit
- share a post on social media using **#CTWeek26**
- tag CTA on Facebook or LinkedIn
- send any photos or updates to comms@ctauk.org
- follow up with any information they asked for

