

# Transport

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# Scheduling & Requests

Transport calendar, How to make a drive request, Packed Lunches info.

Scheduling & Requests

# Transport Calendar

<https://embed.styledcalendar.com/#KqKXQn7UmZIs4v7qeQf0>

# Drive Request Guidelines

To ensure a smooth process for arranging transportation, please follow these steps when making a drive request.

## Request Methods

- **Email:** This is the preferred method for drive requests. Please write to: [transport@amaravati.org](mailto:transport@amaravati.org)
- **Written Note:** You may leave a written note with the necessary details on the Transport Coordinator (TC) desk.

## Local Trip

For local trips, consider using the **Hertslynx** community bus if available. This service can be a convenient alternative for travel to Hemel Hempstead or Berkhamsted.

**It is recommended to book the bus as early as possible**, as availability is limited and it may not be possible to reserve a spot if requested just a few days in advance. [More details to how to book a HertsLynx bus.](#)

## Airport Trip

The monastery doesn't provide trip to Gatwick and Stansted airport.

For trips to Luton Airport, the monastery will arrange a driver for you.

For Heathrow Airport, we recommend using the **National Express bus** unless there are specific circumstances that make it impractical (e.g., senior monastics, heavy luggage). If the bus option is not possible, contact the Transport Coordinator to arrange alternative transportation.

Remember to request your drive early and provide full flight details for proper planning.

## Who can request a drive?

Bhikkhus, sīladhārās, sāmaneras can request drives. Those under 5 vassa, need permission from their mentor.

Anagārikas and anagārikās can request drives when they have a medical appointment or going to see family. All trips need permission from their mentor.

We do not arrange transport for guests, except Lay residents can request drives when they have a doctor's appointment or when they are going on holiday. This will normally be to Hemel Hempstead, Berkhamsted or Luton. It is suggested that they offer 30p per mile into the dana box.

Anyone who wishes to join an existing trip needs to ask the most senior Sangha member on that trip or the TC for permission.

## Advance Notice

**Submit your drive request as early as possible.** This makes it easier for the drivers and the Transport Coordinator to manage, especially during busy times when multiple drives need to be arranged. Even though last-minute trips can sometimes be accommodated, advance notice is always appreciated to avoid delays and ensure smooth planning.

## Time to avoid

- **Moon Days and Quiet Days:** It is recommended to avoid asking Anagārikas and Anagārikās to drive on Moon Days and Quiet Days.
- **Early Morning or Late Night Drives:** It is best to avoid very early morning (before 06:30) or late-night (after 22:00) drives. This is in consideration of the drivers, especially for maintaining their well-being and rest.

# Packed Meals for Drivers and Passengers

When arranging transport, packed meals might be needed for both drivers and passengers. Here's what you need to know:

**Driver's Meal:** If the driver won't return to Amaravati before mealtime, it's the Transport Coordinator's responsibility to arrange an early or packed meal. If unsure, check with the driver.

**Passenger's Meal:** If the passenger requested a packed meal, **it is to the Transport Coordinator to add it to the Kitchen Diary.**

**Special Attention:** Ajahn Amaro's meals should always be handled with care.

[More details regarding the procedure of the packed lunches.](#)

Scheduling & Requests

# Paper requests

Template paper requests: <https://docs.google.com/document/d/18xK2Ot2gW4pVycTjMHpvPF-gUi78vu230YW3f8qP5eo/edit?tab=t.0>

# Airport Trips

Procedure for drop-off and pick-up at Heathrow and Luton airports. The monastery doesn't provide trip to Gatwick and Stansted airport.

# Luton Airport



<https://www.london-luton.co.uk/parking/long-stay-car-park>

## Drop-off

**Departure time:** Leaving ABM 2:30 hours before the flight (30min to go there + 2h before the flight)

**Parking:** To avoid having to pay for the parking, it is standard practice to drop the passenger off at the Mid Stay car park, from which the passenger can take a free shuttle bus to the terminal (or walk 10 minutes). Parking is free here for 30 minutes.

## Pick-up

**Update 29/12/2024:** The most convenient choice at the moment is the mid-stay car park, it is free for 1h and 10min walk from the arrival place. More info: <https://www.london-luton.co.uk/parking/mid-stay-car-park>

At the Long Term car park at **Bus Stop 4**. Parking is free for one hour. (1 to 2 hours is £5) **Free Drop Off Zones** and general rates [Airport Parking Prices](#).

Provide this information to drivers and passengers before the drive.

Luton Airport Parking

Pick up instructions for Luton Airport from the Long Stay Car Park.pdf

# Heathrow Airport



**We recommend using the National Express bus unless there are specific circumstances that make it impractical** (e.g., senior monastics, heavy luggage). If the bus option is not possible, contact the Transport Coordinator to arrange alternative transportation.

Remember to request your drive early and provide full flight details for proper planning.

If for some reason, the National Express is not possible to take, see below the guidelines for pick-up and drop-off at the airport.

## Pick-Up

**Departure time:** Plan to leave ABM 45 minutes to 1 hour before the flight's arrival, adjusting for traffic conditions.

**Heathrow Park & Ride (Long-Stay Parking)** is the standard procedure for pick-ups; free for up to 29 minutes and includes a shuttle bus to terminals running **every 15 minutes**.

**Short-Stay Parking** is expensive. Reserved for Ajahn Amaro or other senior monks when necessary (use the Tesco card to pay it). Use only as advised by the transport liaison based on the specific situation.

## Drop-Off

**Departure time:** Plan to leave ABM 3:30 minutes to 4 hours before the flight's arrival, adjusting for traffic conditions.

**Long-Stay Parking:** Free for up to 29 minutes with a shuttle to terminals. Community members are encouraged to use this shuttle instead of terminal drop-off, unless:

1. Assisting senior or elderly members.
2. Handling heavy or large luggage.

**Terminal-Specific Long-Stay Parking Locations:**

- **Terminals 2 and 3:** Eastern Perimeter Road. Shuttle time: ~10 mins (T2), 18 mins (T3).
- **Terminal 4:** Southern Perimeter Road. Shuttle time: ~5 mins. Latitude: +51.45533, Longitude: -0.44848.
- **Terminal 5:** Northern Perimeter Road, next to Business Parking. Shuttle time: ~7 mins.

**Terminal Drop-Off Charges:**

£5 charge applies to all terminal drop-offs. Payment is online only; not available at the terminal.

**Procedure for Paid Drop-Offs:** For seniors monks, confirm if curbside drop-off is needed. Inform the office/Suvira with details (car registration, date, and time of drop-off) for online payment either before or after the drive.

**Special Note:** Ajahn Amaro is usually dropped off at Short-Stay parking and picked up directly from his arrival terminal.

[Heathrow Terminal Drop-Off Charge Info](#)

# Group Trip Arrangements

Trips using more than one vehicle and sometimes with mixed monastic communities.

# Chithurst Kathina 2024

**On Sunday 3rd of November**



**Male Monastics - Departure time: 5.30am**

## **Vito**

- 1. An Jonathan (Driver)**
2. Tan Pasado
3. Tan Issaro
4. Tan Kosallo
5. Ajahn Jivako
6. Ajahn Rocano
7. Ajahn Ruciro
8. Ajahn Chandako

## **Ravi's car**

- 1. Ravi (Driver)**
2. Tan Karunno

3. Tan Cittadhammo
4. Tan Thapano

## Female Monastics - Departure time 7:45

### MG5

1. **An Deepa (Driver)**
2. Ajahn Khemaka (MG5)
3. Ven. Jeongmu (MG5)
4. An. Atsuko (MG5)
5. Ven. Sumedha (return only)

Car	Space
Vito	8 seats + driver
MG5	3 seats + driver
Jazz	3 seats + driver
Shogun	4 seats + driver
Ravi's car	3 seats + Ravi
<b>Total</b>	<b>21 seats + 5 drivers</b>

# Special Transport Needs

Prescription Collection, Recycling, Food Donations, Charity Clothes

Special Transport Needs

# Charity Clothes

From time to time clothing items are taken to a local charity collection point. Berkhamsted doesn't offer a good option for this, except Oxfam, and it is recommended that the items be taken to the big Tesco in Hemel Hempstead where there are clothing collection points in the carpark.

# Food overflow and other items (from boiler room) for charity

For now Nam Hong (kitchen facilitator) is contacting charity in case we have food or items from the boiler room to give away; so liaise with her for items to be given away (August 2024). Another option would be the food bank in Hemel.

# Public Transport and Alternatives

HertsLynx for local trips and National Express for the trips to Heathrow airport

# National Express for Airport Travel



For trips to **Heathrow**, National Express buses are recommended. Here's how to arrange your journey:

1. **Booking:** Book tickets in advance at [National Express](#). (Contact the Office to book the ticket you need and then ask for a pavarana)
2. **Flexible Tickets:** For convenience, flexible tickets are advised. They allow boarding the next available bus in case of delays.
3. **Pickup Points:** The bus departs from **Hemel Hempstead** and connects directly to Heathrow.
4. **Contact Transport Coordinator:** To arrange a trip from the monastery to the bus station for take the National Express to the airport.

# Rail Ticket to London

**To book a Rail Ticket to London (from Berkhamsted or Hemel Hempstead):**

1. Visit London [Northwestern Railway](#) and select your travel date.
2. Complete a Pavarana Form with your travel details and submit it to the office.
3. The office will book your ticket upon receiving the Pavarana Form.