

TITLE: Transportation Policy for Injuries	
APPROVED: April 5, 2010	NEXT REVIEW: 2011
RESPONSIBILITY: Director, Campus Operations	
APPENDICES: None	
CROSS-REFERENCE: None	

POLICY STATEMENT :

This policy is required as a directive to all staff, and employees, to streamline the procedures for transporting individuals with non-emergency, nonlife threatening injuries.

PURPOSE :

To ensure consistent use and application of the Taxi Voucher System.

SCOPE :

This policy applies to all Students, Campus Employees, Departments and their related staff.

DEFINITIONS :

Employees, Departments and Staff applies to AUPE as well as non AUPE personnel.

When to Use :

Assess injury and initiate appropriate First Aid required for situation and injury. If further treatment is necessary, the method of transportation to medical facilities is at the discretion of the injured individual. Never transport an injured person in your own or a College vehicle due to liability and insurance reasons. The primary choice of transportation is to call an ambulance. If the injured individual does not want an ambulance, is not capable of driving themselves and is experiencing a non-emergency, nonlife threatening injury, then the Transportation Policy for Injuries may be applied.

FAIRVIEW CAMPUS PROCEDURE/GUIDELINES :

The taxi companies that Fairview Campus has agreements with are:

PEACE CABS (780) 834-0989 / ACE CABS (780) 772-2227

Procedures for taxi vouchers in the event a student and/or employee have sustained a minor injury that does not require an ambulance but still requires medical attention:

- 1) If someone else is present have them call the taxi company while you administer the basic first aid. If no one else is present complete your basic first aid treatment and then call for the taxi.
- 2) Taxi Voucher Procedure instructions and phone numbers will be posted beside all first aid kit locations throughout the Campus. The vouchers will be in close proximity.
- 3) The employee or staff member who summons the taxi must fill out the vouchers. Two vouchers are required, one for the trip to the hospital and one for the return from the hospital.
- 4) All information on the slip must be filled out, which includes the department to be charged, coding cost, function, the name of the voucher sender and the name of the patient. Each Department may find it advantageous to pre fill these forms out prior to requiring them.
- 5) Send the white top copy with the taxi to turn in at the completion of his trip to accounting for payment and retain the second yellow copy for forwarding to the Safety/Emergency Preparedness Officer. In the event that the second voucher is not used or is not used until later in the day the patient should retain it upon arrival at the medical clinic or hospital to use for their return trip to the College Campus.
- 6) Report all injuries and accidents to the Safety / Emergency Preparedness Officer within 24 hours because an accident/incident report and a Workers' Compensation Board report need to be completed.

GRANDE PRAIRIE CAMPUS PROCEDURE/GUIDELINES :

The taxi company that Grande Prairie Campus has an agreement with is:

GP CABS INC. (780) 814-6800

Procedures for taxi vouchers in the event a student and/or employee have sustained a minor injury that doesn't require an ambulance but still requires medical attention:

- 1) If a person is injured between 9am – 5pm, Monday to Friday, and they do not need an ambulance, take them to the College and Community Health Centre. The CCHC can provide Taxi Vouchers to an injured individual to transport them to the hospital.
- 2) During hours when the CCHC is closed contact Campus Security at 2700. Security can provide Taxi Vouchers to an injured individual to transport them to the hospital.
- 3) CCHC and Security will send an email notification to the Safety/Emergency Preparedness Officer whenever a Taxi Voucher is issued for tracking/verification purposes and also because an accident/incident report and a Workers' Compensation Board report needs to be completed.

Voucher Card System

Give the injured person two signed Voucher Cards. The taxi will transport the injured person to the QEII Hospital and the injured person will give the driver one Voucher Card. Repeat in reverse to return to Campus. Once per month, GP CABS INC. will invoice Grande Prairie Campus Operations for the Voucher Cards used.

Report all injuries and accidents to the Safety / Emergency Preparedness Officer within 24 hours because an accident/incident report and a Workers' Compensation Board report need to be completed.