

Laurentian University

Transportation of Students/Staff/Faculty by the Department of Security and Parking

This service is provided to assist individuals to attend classes or physical therapy only. This service is limited to campus property at 935 Ramsey Lake Road. The service is provided to individuals who have filled the request form only.

Transportation for medical appointments off campus are solely the responsibility of the student/staff/faculty.

The individual shall fill in a request form from the Security and Parking Department including their name, their address, telephone number, as well as the dates that the service is required.

The individual shall notify the Security and Parking Department at 673-6562, approximately 15 minutes prior to requiring the service, and provide the location for pick up as well as the destination required.

In case of an emergency, the attached procedures (May 8, 1996), provided by the Health Services Department will be strictly adhered to.

L. Denomme, Chief of Security

LD/md

POLICY/PROCEDURE

TRANSPORTATION OF STUDENTS/STAFF/FACULTY BY

THE DEPARTMENT OF SECURITY AND PARKING

POLICY

Laurentian University Health Services and the Department of Security and Parking will try to provide safe transportation to injured or disabled students and staff. This will be done for individuals that require urgent treatment or diagnosis only. Individuals that require an ambulance will obviously have an ambulance summoned by calling 911.

The following procedure will be adhered to.

PROCEDURE

- a) If assessment by the physician or nurse indicates a need for urgent transportation, the nurse or secretary will call the Department of Security and Parking. The destination will be a hospital or a physician's office. When possible the nurse will remain with the individual until Security arrives and inform the security officer of the destination. Health Services will ensure that all pertinent information accompanies the individual and that appropriate arrangements have been made at the destination to receive the individual. The nurse will document the time, method of transportation, destination and other pertinent information on the individual's chart.

If medically indicated, the nurse or physician will accompany the patient. The Department of Security and Parking should be assured that if they have any concerns about the safety or health of the individual, that a member of the Health Services' staff will accompany the individual when requested to do so by Security.

- b) Transportation of disabled students to different areas on campus will be at the discretion of the Department of Security and Parking. Students will be instructed to make their own arrangements with the Department of Security and Parking for transportation services that are required for medical reasons.

Revised May 8, 1996

Laurentian University

Transportation of Students/Staff/Faculty
by the Department of Security and Parking

Name: _____

Date: _____

Address: _____

Telephone: _____

Dates Required: From: _____

To: _____

I have read the attached *Transportation of Students/Staff/Faculty Policy* and Procedures and agree to abide by the conditions therein.

Signature: _____