

Policy for Transporting Students, Staff and Other Guests

Background:

At various times during the year students are unable to obtain transportation to and/or from Student Health Services (or LMH). They are not sick enough to require an ambulance but they need additional assistance. In addition, a few offices (i.e., NSO or OAS) need to provide transportation to prospective students, guests, or visitors who have special circumstances arise. Finally, some students who are exhibiting suicide tendencies need transportation from CAPS to Bert Nash. The ideal resolution in non-emergency situations is that students would contact other students for transportation but sometimes this option is not available and they turn to staff for help.

Findings:

The Department of Student Housing has an official policy that students cannot be transported by staff members. KU does not have any other official policy guiding staff on this topic.

A survey was conducted with other Big 12 housing directors and of the ten institutions that responded, none of their staff are allowed to transport students. Many of them will use Public Safety, taxi, or bus system. A similar question was distributed to the ASJA listserv with a similar response.

The estimated frequency of this occurring is approximately 10-20 times a year for each category; for CAPS, it could be approximately 6-8 students a year (for a total of approximately 50 incidents a year).

We reviewed Safe Ride as an option and their service only runs from 10:30 p.m. – 2:30 a.m. and will only take students back to their residence. We did not feel this was an effective option.

Lawrence has a taxi service run by Midwest Transportation (842-TAXI). It costs \$9 for one person anywhere in town and \$2 for each additional person. The wait for a taxi can range anywhere from 15-45 minutes. The service will provide pre-paid vouchers.

Contact was made with Douglas County Fire and Medical Department and the only non-emergency transporting they will provide is moving an individual from one healthcare facility (i.e., nursing home) to another.

In conversing with KU Public Safety, they encouraged staff to contact their 911 dispatch as they have a good assessment if an ambulance is needed. When in doubt, KU Public Safety recommended an ambulance be called so the medical staff can assess if the person needs to be transported. If the student refuses transportation, no charge is assessed for the ambulance call. In extenuating circumstances, if available, KU Public Safety might be able to provide transportation for the student.

Procedures:

1. In general, Student Success staff members should not transport students.
2. For offices who need to provide a customer service by offering periodic transportation service (i.e., NSO and OAS), the following guidelines would be followed:
 - a) selected staff would be designated as drivers (and they need to have a clean driving record); b) it is strongly recommended that only state vehicles be used; c) the director or his/her designee must approve the need for transportation. When state vehicles are not available, designated staff members may use their personal vehicle with the approval of the director or his/her designee.
3. Taxi vouchers should be purchased by Department of Student Housing, Student Health Services, and VPSS to have as needed for extreme situations. If staff wanted to accompany the student in the taxi, it would be their decision to do so. It is recommended that staff accompany a student if it would help provide physical and/or emotional support for the student. Cost for vouchers: Approximately \$100/unit
4. Contact KU Public Safety for medical assessment and possible transportation option if taxi service is not viable.
5. Educate faculty and other units about this practice and guidelines.
6. When a staff member accompanies a student/guest and/or provides them transportation, two staff members should assist.

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