

Policy & Procedure Manual

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**TRANSPORTATION FOR INJURED  
OR ILL EMPLOYEE – HR-VIII-4**

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**POLICY:**

An employee who becomes ill or is injured at the workplace may be transported to either their home or to a medical facility.

**PURPOSE:**

To ensure that a mechanism is in place to provide appropriate transportation to an employee who must leave the workplace due to illness or injury and where they are unable to drive their own vehicle.

**PROCEDURE:**

The Supervisor/Supervisor-on-call will assess the nature of the employee's illness/injury and depending on the severity and urgency (in consultation with the employee), will determine the most appropriate method of transportation, available as follows:

- a. Employee is able to drive own vehicle
- b. Taxi (complete taxi requisition as per guidelines – see appendix A)
- c. Ambulance (critical injury/illness)
- d. Make arrangements for a ride

**RECOMMENDED BY:** Director, Human Resources

**APPENDICES:** 1

**OPERATIONAL ACCOUNTABILITY:** Administration, Human Resources, Community Services (all)

**ORIGINAL POLICY DATE:** June 1992

**AUTHORIZED BY:** Executive Director

**SIGNATURE:** \_\_\_\_\_



**OPTIONS NORTHWEST  
TAXI REQUISITION**

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

REASON FOR TRIP:  
\_\_\_\_\_  
\_\_\_\_\_

NAME OF STAFF  
AND/OR CLIENT: \_\_\_\_\_

TRIP  
FROM: \_\_\_\_\_

TRIP TO: \_\_\_\_\_

LACEY'S/DIAMOND TAXI (623-3423)  
ROACHES TAXI (344-8481)  
SUPERIOR ACCESSIBLE TAXI (345-8595)

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APPROVED BY: \_\_\_\_\_

COST CENTRE/  
ACCOUNT CODE: \_\_\_\_\_

FD150/OCT 2002

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#### TAXI REQUISITION GUIDELINES

1. Prior to calling for a taxi, complete the "Taxi Requisition" form in duplicate and have it approved by the appropriate supervisor. (If this is an emergency trip, approval will probably be given after the fact).
2. One copy of the approved requisition form is forwarded to OPTIONS NORTHWEST – Finance and the other is given to the driver of the taxi at the time of pickup. Please note that if the driver does not receive the form, he is not authorized to start the trip.
3. When calling the taxi company, instruct them that this will be billed to OPTIONS NORTHWEST's account.
4. The taxi driver will present a slip to the "rider" for signature. Verify the amount on the meter prior to signing.

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