



Guidance for payment of taxi fares for students

Students can be granted access to college-funded taxis if they have a temporary injury that requires additional, short-term support (i.e. broken ankle, back injury etc) and appropriate permission (see below).

Taxi fares for students with disabilities should be charged to that student's disability allowance, not to the college account.

The decision to allow access to this funded service is at the discretion of the Academic Administrator, Senior Tutor, or Domestic Bursar. This permission (in all but clear and urgent medical cases) **must** be given in advance and will be documented by an authorizing email to the lodge and the updating of the relevant log on the shared directory.

If a student enquires about access to the service please direct them to the Academic Administrator in the first instance (01865 277 946 or michael.froggatt@wadh.ox.ac.uk).

Terms of Use:

- Students are allowed to use the taxi for one return journey per day *for academic purposes*.
- Additional journeys may be authorised in order for the student to travel to medical appointments related to their injury.
- When a student is given permission to use the taxi service an email will be sent to the Lodge informing them of this and the time limit for which the student can make use of the service.
- When making a booking for a student, the student's first name and surname should be taken and checked against the Lodge's records of authorised users.
- The student's full name should then be given to the taxi company (for the invoice).
- Porters should also enquire where the student is travelling from and to when the booking is made. If the journey is obviously non-academic or non-medical, the Porters should remind the student of the terms of the agreement and seek clear confirmation.
- Payments will be authorized only when they clearly conform to the guidelines above. Journeys not conforming to these guidelines will be queried and retrospective payment from the student may be required.

Students may also access college taxis for other welfare reasons, at the discretion of a member of the staff welfare team (i.e. welfare advisor, chaplain, nurse, sub-deans or deans). This might include hospital or other therapeutic appointments *where the student would otherwise be unable to attend*. (This is intended as a temporary or occasional measure only, longer term access issues being more appropriately addressed through disability funding, as noted above.)



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Any member of the welfare team (Deans, Sub-deans, Chaplain, Nurse, and Welfare Advisor) may book taxis through the lodge for welfare purposes, without necessarily giving the student's name, as sometimes anonymity is paramount. Where anonymity is required, the booking should be made in the name of the member of the welfare team approving the booking, and the Senior Tutor or Academic Administrator should be notified that such a booking has been made (without the student being identified to them).

In particular, students may need to access a Sexual Assault Referral Centre (SARC) at any time of day or night, without disclosing their situation to any member of college staff. In these cases only, student representatives such as Welfare and Women's officers of the SU and MCR should also be permitted to order a taxi to a SARC on behalf of a student:

Thames Valley SARC Slough

Upton Hospital
Church Street
Slough
SL1 2BJ

Thames Valley SARC Bletchley

Sherwood Drive
Bletchley
Milton Keynes
MK3 6TP

Both SARCs are around an hour's drive away. Ideally, someone should telephone before deciding which SARC to travel to – 0300 130 3036. (Sometimes one doctor works between the two sites and there can be a long wait if you arrive at the 'wrong' site.)