

FRANKLIN PIERCE UNIVERSITY

DEPARTMENT OF CAMPUS SAFETY AND TRANSPORTATION

NON-EMERGENCY TRANSPORTATION OF STUDENTS TO AREA MEDICAL FACILITIES

1. Transportation to area hospitals and health service centers will (should) be provided to all students if determined necessary by members of the Health Center, Outreach/Counseling Center, or EMT squad.
 - a) Students are required to be seen by the University's Health Center, Outreach/Counseling Center, or EMT squad to determine if the student needs to be seen by an off-site medical facility. They will follow the protocol established by the Director of Health Services or Director of Outreach/Counseling.
 - b) If it is determined that the student should seek further medical assistance, the Health Center, Outreach/Counseling Center, or EMT will determine the appropriate means of transportation based on the condition and needs of the student at the time of evaluation. Options for transportation include; ambulance, private driver, or Franklin Pierce Transportation.
 - i. FP Transportation will only transport students with non life threatening illnesses/injuries.
 - ii. FP Transportation will not transport any student who is displaying violent behavior.
 - c) If the student refuses to be transported by ambulance or FP Transportation against the recommendation of the Health Center, Outreach/Counseling Center, or EMT, the student will be asked to sign a voluntary release form. He/she will be encouraged to seek further treatment and be provided the contact information for the local taxi services.
 - d) In the event that an ambulance or FP Transportation is the appropriate transportation determined and agreed upon, the Health Center, Outreach/Counseling Center, or EMT member will contact Campus Safety to make arrangements.
 - i. The following information will be provided to Campus Safety for all transportation needs: student name, age, illness/injury and location.
 - e) Campus Safety will contact Jaffrey/Rindge Ambulance services or the Franklin Pierce Fire Company drivers on call and prepare a vehicle for the transport.
2. FP Transportation Services – The FP Department of Transportation will be utilized for non-emergency medical/psychological transports. These services will be provided by the FP Fire Company. FP Fire Company members shall follow the policies established by the University Department of Transportation.

- a) Prior to transportation of the student, Campus Safety dispatch should collect the necessary patient information in accordance with section 1.d.i prior to calling the FP Fire Company.
 - b) The closest facility suitable to treat the student's condition should be utilized.
 - c) A minimum of two Fire Company members are required per student transport; one driver and one observer.
 - d) The student should be closely monitored to ensure he/she does not exhibit behavior that causes concern for anyone's safety.
 - e) If the student develops any behavior that causes concern, the FP Fire Company member should contact town services immediately, including, if needed, local law enforcement.
3. Driver Responsibilities - FP Fire Company drivers shall follow Franklin Pierce University's vehicle policies and procedures:
- a) The minimum age of the driver must be 18.
 - b) In accordance with the University's vehicle policies and procedures, a motor vehicle record check will be completed on all drivers.
 - c) Only trained and certified drivers will be allowed to drive University vehicles.
 - d) Drivers are responsible for inspecting the vehicle prior to leaving the parking site and removing any snow from the roof.
 - e) Students should not drive a vehicle that is not operating properly.
 - f) Seat belts shall be worn at all times.
 - g) Vehicle headlights should be on while driving.
 - h) Drivers must obey all traffic regulations including posted speed limits.
 - i) All accident reporting procedures must be followed.
 - j) Inclement weather shall be considered by Campus Safety before the vehicle is dispatched to transport a student.
4. Observer Responsibilities - FP Fire Company members which accompany for the purpose of observing the student shall:
- a) Ensure the student can be viewed by the Fire Company member responsible for observing to monitor any changes in health or demeanor of the student.
 - b) Have a communication device to call necessary emergency services, if needed.
 - c) Must not restrain or physically touch the student unless it is necessary to prevent the student from harming him or herself or others.
5. Cost for Services - The Department of Transportation will charge for all non-emergency medical/psychological transports according to the following guidelines:
- a) The student's account will be charged \$50.00 per trip up to two hours. Each additional hour (or part thereof) will be assessed an additional \$25.00 per hour.