

 <b>BRANDON UNIVERSITY</b>	<b>Emergency Transportation</b>	<b>Approved by:</b> President's Advisory Group  <b>Administered by:</b> Vice-President (Administration and Finance)
<b>Administrative Policy</b>	<b>First Approved:</b> May 13, 1998	<b>Reviewed:</b> January 11, 2019

Brandon University (“the University”) is committed to providing a safe, healthy and productive campus environment for students, staff, faculty and visitors.

**1.0 Scope**

This policy applies to all students, staff, faculty and visitors to the University.

**2.0 Policy**

In the event of a situation requiring emergency transportation, staff are directed to act in the immediate interest of the individual(s) requiring assistance. The purpose is to ensure that persons requiring emergency transportation for medical reasons while engaged in University activities receive prompt attention.

**3.0 Definitions**

Not applicable

**4.0 Accountability**

The Vice-President (Administration and Finance) is responsible for the communication, administration and interpretation of this policy.

**5.0 Review**

Formal review of this policy will be conducted every three (3) years with the next scheduled review date February 2021. In the interim, this policy may be revised or rescinded if the President deems necessary or if there are changes within legislation which require such.

**6.0 Previous Policies**

Added May 13, 1998 Emergency Transportation policy to current policy template based upon review by Vice-President (Administration & Finance) on January 11, 2019.

**7.0 Reference**

- 7.1 Sources. Not applicable
- 7.2 Related documents. Not applicable

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## **Procedures**

Any employee of Brandon University may arrange and authorize the use of emergency transportation when, in their best judgment, circumstances warrant.

The employee authorizing emergency transportation must, as soon as conditions following the emergency permit, notify the Health & Safety Officer in writing, outlining the circumstances of the accident or illness, the name of any persons involved, and the type of transportation utilized.

The total cost of ambulance or taxi service used in the incident, in the circumstances of accident or sudden illness on University property and/or while engaged in official University activities, will, firstly, be covered by any insurance plan the injured party may have and, secondly, by the University.

Inquiries may be directed to the Office of the Vice-President (Administration and Finance) at [admin.finance@brandonu.ca](mailto:admin.finance@brandonu.ca) or (204) 727-9723.

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**All Administrative Policies and Procedures are available in PDF format at**

<https://www.brandonu.ca/vp-finance/policies/>

**Alternate formats are available upon request by contacting the Office of the Vice-President (Administration & Finance) at [admin.finance@brandonu.ca](mailto:admin.finance@brandonu.ca) or (204) 571-7850.**