

Clare College – Taxi Policy

Please note that the College is only able to cover the cost of taxis in emergencies or for short periods of serious incapacity. For long term conditions students should request an assessment at the [Disability Resource Centre](#). The following regulations apply:

The College will cover payment of taxis for students in the following circumstances:

- Medical issues requiring transport to/from A&E or Urgent Care Cambridgeshire (Out of hours General Practitioner (GP) service)
- Transport to see GP when College Nurse (CN) judges student too unwell/injured to walk there.

Student should see the CN for authorisation for:

- Transport to **lectures/supervisions/exams (academic commitments only)** following incapacity as a result of accident (e.g. broken leg). **Any journeys prior to authorisation should be paid for by the student who should keep the receipts; the fare will be reimbursed if subsequently approved by the CN.**

The following conditions will apply:

- The CN will inform student of the conditions of authorisation. Porters will be copied into this for information.
- Taxis limited to one return journey a day unless specified otherwise; the student should inform the CN in advance if they require additional journeys for academic purposes.
- Authorisation will be time-limited and an expiry date issued. Students will be advised by email that it is **their responsibility** to be reviewed by CN prior to expiry date if further authorisation is required. Any bookings found to be made after the expiry date will be charged to the student.
- If the College is concerned that conditions have not been adhered to the student will be asked to see the Dean of Students.

The College will not cover payment of taxis for students in the following circumstances:

- To/from routine hospital appointments and follow-up appointments e.g. fracture clinic.

Students who do not meet the above requirements:

- Are advised to pay for taxis themselves or use public transport (route planner: www.traveline.info)
- In circumstances when students have no money on them, any taxis booked on account will be charged to their College bill.
- In cases of exceptional circumstances or financial hardship, students can apply for College assistance through the Financial Tutor.