

# University Hospitals of Morecambe Bay



NHS Foundation Trust



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<b>Which Principles of the NHS Constitution Apply?</b> Please list from principles 1-7 which apply <a href="#">1, 3, 4, 5</a>	<b>Which Staff Pledges of the NHS Constitution Apply?</b> Please list from staff pledges 1-7 which apply <a href="#">1, 2, 4, 5</a>
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<b>CONTENTS</b>		
		<b>Page</b>
	BEHAVIOURAL STANDARDS FRAMEWORK	3
	Taxi or Alternative Transport - Policy on a Page	4
1	SUMMARY	5
2	PURPOSE	5
3	SCOPE	5
3.1	Divisional Manager Facilities	5
3.2	General Office Manager and Switchboard Supervisor	5
3.3	Switchboard Call Handling Staff	5
4	POLICY	5
4.1	Policy Application	5
4.2	Requesting Taxi Transport	6
4.3	Booking Taxis / Transport Services outside of the Trunk Runs	6
4.4	Timing	7
4.5	Taxis for Personal Usage	7
4.6	Patient / Service User Discharge	7
4.7	Pathology Usage	8
4.8	Activity Monitoring	8
4.9	Complaints	8
4.10	Training / Support	8
4.11	Process for Monitoring Effective Implementation and Contract Performance	8
4.12	Dissemination and Implementation	9
4.13	Monitoring Compliance	9
5	ATTACHMENTS	11
6	OTHER RELEVANT / ASSOCIATED DOCUMENTS	11
7	SUPPORTING REFERENCES / EVIDENCE BASED DOCUMENTS	11
8	DEFINITIONS / GLOSSARY OF TERMS	11
9	CONSULTATION WITH STAFF AND PATIENTS	11
10	DISTRIBUTION PLAN	12
11	TRAINING	12
12	AMENDMENT HISTORY	12
Appendix 1	Taxi or Alternative Transport System Decision Tree	13
Appendix 2	Carriage of Dangerous Goods by Road (ADR) requirement	14
Appendix 3	Cross Bay Trunk Route	15
Appendix 4	Equality & Diversity Impact Assessment Tool	18

University Hospitals of Morecambe Bay NHS Foundation Trust		ID No. Corp/Pol/101
Version No: 5.3	Next Review Date: 01/10/2019	Title: Taxi Transport Policy
<i>Do you have the up to date version? See the intranet for the latest version</i>		

## BEHAVIOURAL STANDARDS FRAMEWORK

To help create a great place to work and a great place to be cared for, it is essential that our Trust policies, procedures and processes support our values and behaviours. This document, when used effectively, can help promote a workplace culture that values the contribution of everyone, shows support for staff as well as patients, recognises and celebrates the diversity of our staff, shows respect for everyone and ensures all our actions contribute to safe care and a safe working environment - all of which are principles of our Behavioural Standards Framework.

### Behavioural Standards Framework – Expectations ‘at a glance’

Introduce yourself with #hello my name is. . . 	Value the contribution of everyone	Share learning with others
Be friendly and welcoming	Team working across all areas	Recognise diversity and celebrate this
Respect shown to everyone	Seek out and act on feedback	Ensure all our actions contribute to safe care and a safe working environment
Put patients at the centre of all we do	Be open and honest	For those who supervise / manage teams: ensure consistency and fairness in your approach
Show support to both staff and patients	Communicate effectively: listen to others and seek clarity when needed	Be proud of the role you do and how this contributes to patient care

University Hospitals of Morecambe Bay NHS Foundation Trust		ID No. Corp/Pol/101
Version No: 5.3	Next Review Date: 01/10/2019	Title: Taxi Transport Policy
<i>Do you have the up to date version? See the intranet for the latest version</i>		

# Taxi or Alternative Transport on a Page



## Why we need this guidance

Significant costs are incurred annually through the use of taxis for the purpose of transportation of Patients, Staff and other Goods. To minimise these costs, you should consider suitable alternative transport as appropriate. This may include

- Sharing of taxis / transport
- Local bus routes
- Train services
- Car share options
- Free shuttle bus service



## What needs to be considered?

There is a requirement to ensure the Patient and Non Patient Transport Service is used appropriately according to the Trust Policy and is not open to abuse.

- **The requestor must have clear authorisation from the budget holder or nominated Deputy / Clinical Site Manager / Senior On - Call Manager.**
- The cost of taxis used outside of the terms of the Trust Policy, will be charged to the Department or individual who uses the taxi.
- Patient movement is only used where the Patient is eligible to Patient Transport Service.
- Switchboard would need to book a contract taxi, using the nearest to hospital setting.
- If non patient movement is requested, can the item wait until the next bulk transport run?
- Authorisation to use a contract taxi will not be given to members of the Public or a Contractor

If the caller is abusive to a member of the switchboard staff, this will be reported to the Divisional Manager / Workforce the next available working day, who will investigate further.



## Specific Information

Information required by the person making the booking:

- Details of item to be transported.
- Pick up time and journey details
- Name of person booking the taxi / transport
- Name of authorising person i.e. Clinical Site Manager / Senior Manager On-Call etc.
- Contact Number
- Budget code

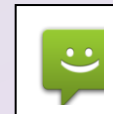


## Trust Contract

### Urgent Goods Movement

#### All requests via Switchboard

- **Monday – Friday 08.00 – 20.00hrs**  
**Medical Support UK/Local Contract Taxi**
- **Monday – Friday 20.00 – 08.00 and all day Saturday & Sunday**  
**North West Blood Bikers or Local Contract Taxi**



## Contact

If you would like further information, please refer to the

**Taxi Transport Policy**  
Version 5.3

## 1. SUMMARY

Significant costs are incurred annually through the use of Taxis for the purpose of transportation of Patients, Staff and other goods. It is recognised that Taxi transportation may be required to enable patient discharge, or to assist in the rapid transfer of staff, goods or equipment as and when required.

The aim of this policy is to ensure efficient and effective use of this resource and reduce costs to the Trust by avoidance of misuse.

## 2. PURPOSE

This policy stipulates the mandatory arrangements for the use of a contract taxi or the equivalent.

## 3. SCOPE

### 3.1 Divisional Manager Facilities

Shall be responsible for the overall management of the taxi transport systems and ensuring this policy is complied with.

### 3.2 General Office Managers and Switchboard Supervisor

Shall be responsible for the overall management of the taxi transport systems and ensuring this policy is complied with.

### 3.3 Switchboard Call Handling Staff

Shall be responsible for liaising with the taxi and any other transport contractor.

## 4. POLICY

In drawing up this policy, due account has been taken of the following:

- European Agreement concerning the International Carriage of Dangerous Goods by Road (ADR) applicable as from 1 January 2017
- The carriage of dangerous goods and portable pressurised equipment regulations 2009  
The department is responsible for ensuring the package is to the legally required standard

### 4.1 Policy Application

The Chief Executive has the legal responsibility for the transportation of goods, however the Estates and Facilities Division has responsibility for the day-to-day compliance with the requirements of the policy.

University Hospitals of Morecambe Bay NHS Foundation Trust		ID No. Corp/Pol/101
Version No: 5.3	Next Review Date: 01/10/2019	Title: Taxi Transport Policy
<i>Do you have the up to date version? See the intranet for the latest version</i>		

## 4.2 Requesting Taxi Transport

Staff should ensure that wherever possible all options for transport other than taxi are Considered prior to booking. **See appendix 1 – Decision Tree.**

Prior to ordering transport staff are expected to consider the following;

Contract taxis must not normally be used to provide patient transport where a patient is able to travel safely in a taxi it is not the NHS responsibility to fund the transport:-

- Is the journey essential?
- Can a taxi and or transport mode be shared if going to the same location?
- Is there an alternative means of transport that can be used – e.g., Transport via Medical Support UK, North West Blood bikers – volunteer service or the RLI/WGH Minibus service
- Can the item be safely posted to be received in a timely manner?

## 4.3 Booking Taxis / Transport Services

The requestor must have clear authorisation from the budget holder or nominated deputy or clinical site manager and call Westmorland General Hospital Switchboard on ext. 55000.

When taxis are ordered where appropriate Estates and Facilities will re-charge the cost to the department that ordered the taxi.

In order to minimise costs, switchboard staff administering the taxi / transport booking must manage demand for taxis/couriers / transport systems and direct requests to suitable alternative transport where appropriate. The switchboard staff may organise the sharing of taxis / transport systems where possible.

Alternatives to taxis:-

- Medical Support UK
- Atlas trunk runs between sites (see Appendix 3)
- Local bus routes (public transport)
- Train services
- Car-share options
- Free minibus service between WGH/RLI

Someone booking a non-urgent journey will be asked by switchboard staff to delay or advance their journey by a reasonable time so that the sharing of a taxi / transport can be arranged.

University Hospitals of Morecambe Bay NHS Foundation Trust		ID No. Corp/Pol/101
Version No: 5.3	Next Review Date: 01/10/2019	Title: Taxi Transport Policy
<i>Do you have the up to date version? See the intranet for the latest version</i>		

The following details will be requested and are to be provided by the person making the booking:

- Details of item to be transported, Check Carriage of Dangerous Goods by Road (ADR) requirements see Appendix Three
- Pick up time and journey details.
- Name of person booking the taxi / transport (full name)
- Name of authorising person – to enable the booking to be made you must give the full name and position of those authorising you to make the booking i.e., Silver, Clinical Site Manager, Matron, Other Senior Staff.
- Contact number
- Budget code of the relevant department for re-charging if appropriate
- Special requirements

A job number is assigned to each request and is used for audit purposes.

#### 4.4 Timing

Taxis / transport methods must be pre-booked at least 20 minutes (for people) or 30 minutes (goods) before transport is required.

To avoid unnecessary waiting time charges, members of staff, product or services who have a taxi booked but are not able to be picked up at the agreed time must advise Westmorland General Hospital switchboard on ext. 55000 or 01539 732288.

#### 4.5 Taxis for Personal Usage

Taxis for personal use must not be booked using the Trust Contract, i.e.

WGH Blue Star Taxis  
RLI Lancaster Taxis  
FGH Gazulu Taxi Ltd - 8pm to 8am Monday to Friday  
- 5pm to 8am Weekends and Bank Holidays

Personal use - where a member of staff is found to have used the taxi service for personal benefit without appropriate authorisation, any charges relating to the journey will be recovered from the individual. Repeated abuse of this will result in a referral to counter fraud services and could result in disciplinary action up to and including dismissal.

The Division will be re-charged for any journeys.

#### 4.6 Patient / Service User Discharge

Where a decision has been taken by Medical/Senior Clinical Staff to enable service user / patient discharge and another method of transport is not available, e.g. relative/ visitor. / NWAS or private ambulance, then Medical Support UK or a taxi may be used.

Nursing staff should only consider the use of a taxi if the patient is considered fit to travel

University Hospitals of Morecambe Bay NHS Foundation Trust		ID No. Corp/Pol/101
Version No: 5.3	Next Review Date: 01/10/2019	Title: Taxi Transport Policy
<i>Do you have the up to date version? See the intranet for the latest version</i>		

by this mode of transport to facilitate the discharge. Approval must be sought from the clinical site manager/Silver.

All patients who come under the Mental Health Act must have a qualified escort for all journeys.

#### 4.7 Pathology Usage

Any taxi used for the transport of pathology samples must carry spillage kits and be able to demonstrate that they are capable of transporting the samples securely. All samples will be packaged by the Pathology Department ensuring they are ADR (transport regulation) compliant. Taxi / transport personnel will be trained in the safe handling of pathology samples.

This will be defined in the Dangerous Goods Safety legislation

The safest method of transportation may be via specialist sample transport - **see Appendix 2.**

#### 4.8 Activity Monitoring

Monthly accounts received will be validated through Facilities.

Reports of usage by Division, Department and journey type will be passed to the Facilities Divisional Manager on a monthly basis for further scrutiny and then forwarded to DGM's.

These summary reports will usually be one month in arrears and will provide the following:

- Details of journeys/destinations
- Classification – Staff, service user, notes, samples etc.
- Total cost by classification
- Re-charge details

Further detail can be provided to validate individual journeys where required and can be obtained through the taxi / transport booking lists.

Taxi / transport journeys over £40 and any journeys with waiting time costs will be subject to review by the Heads of Service whose budgets will be re-charged.

#### 4.9 Complaints

All complaints from staff, service users or patients are to be made in writing, for the attention of: The Divisional Manager of Facilities – Westmorland General Hospital, Kendal Cumbria LA9 7RG

#### 4.10 Training / Support

Taxi / transportation ADR awareness – taxi contractor/transport provider will train their own staff , Trust will check training, information and instruction

University Hospitals of Morecambe Bay NHS Foundation Trust		ID No. Corp/Pol/101
Version No: 5.3	Next Review Date: 01/10/2019	Title: Taxi Transport Policy
<i>Do you have the up to date version? See the intranet for the latest version</i>		



Switchboard Staff – Policy awareness training

#### 4.11 Process for Monitoring Effective Implementation and Contract Performance

Meetings between the Provider(s) and the Trust will be held (minimum - annually). The General office managers will represent each service and may co-opt the department service users for example Theatre Management, DGSA and or Pathology management.

The outline content of the meetings will be as follows:

- Review of current activity/performance.
- Service issues/complaints received.
- Service improvement.
- Action plans as agreed.

The Trust Dangerous Goods Safety Advisers (DGSA) will complete an annual audit on all transportation methods used throughout the last 12 month and those planned for the next 12 months to ensure compliance with European Agreement concerning the International Carriage of Dangerous Goods by Road. The Trust DGSA will report compliance and developmental actions annually via the Trust DGSA annual report submitted to the Health and Safety Committee.

#### 4.12 Dissemination and Implementation

##### Dissemination

The policy will be distributed and communicated as outlined in the distribution plan. A copy of the policy will be available to all staff on the Trusts Procedural Library.

The Associate Director of Estates and Facilities will ensure that the relevant staff receive a copy of this policy.

Clinical Site Managers and regular transport users will receive a copy of this policy via email

Training records will be monitored at the Divisional Estates and Facilities meeting on an annual-annual basis

##### Implementation

It is expected that any policy will be fully operational by the training and implementation dates identified.

#### 4.13 Monitoring Compliance

##### People

Adherence to this policy will be reported on by the Divisional Manager Facilities who will work with the Facilities Office Manager to ensure that the decision tree for transportation is relevant and meets the need of the service while remaining compliant with ADR

##### Product

The Trust Dangerous Goods Safety Advisers (DGSA) will complete an annual audit on all transportation methods used throughout the last 12 month and those planned for the next

University Hospitals of Morecambe Bay NHS Foundation Trust		ID No. Corp/Pol/101
Version No: 5.3	Next Review Date: 01/10/2019	Title: Taxi Transport Policy
<i>Do you have the up to date version? See the intranet for the latest version</i>		

12 months to ensure compliance with European Agreement concerning the International Carriage of Dangerous Goods by Road. The Trust DGSA will report compliance and developmental actions annually via the Trust DGSA annual report submitted to the Health and Safety Committee.

**Standards / KPIs**

Compliance with this policy / procedure should be monitored by the Division of Facilities Management.

A Taxi will arrive at the point of collection within 20/30 minutes of switchboard ordering dependent upon the journey type

Taxis / transport vehicles will be driven in a professional manner  
 – **Ad hoc journey monitoring via customer service feedback**

Provide a safe and legal vehicle for transporting passengers by taxi and/or transport vehicle

Provide a transport service in the taxi / transport vehicle suitable for customers who require assistance including wheelchair provision  
 – **Ad hoc journey monitoring via customer service feedback**

Plan vehicle routes using the most direct and cost efficient route. Costs will be as per those detailed within the contract  
 - **Monthly monitoring**

The taxi / vehicle shall be visually clean inside and out, (normal daily traffic dirt acceptable)  
 – **Ad hoc journey monitoring via customer service feedback**

Transport requested for goods will arrive at the point of collection within 30 minutes of ordering. The driver will be able to describe ADR awareness where applicable. The product being transported will be appropriately packed by the service user. The driver shall be able to identify steps to be taken in the event of sample / product spillage

Less than 5% complaints from service users  
 - **Monthly monitoring**

Requirement	Method	Freq	Lead	Monitoring Group	Action plan lead	Committee/ group overseeing Action Plan
Annual DSGA report	Written paper	Annual	Clare Grootendorst	Governance Lead	Trust DGSA	H+S Committee
Monthly usage report	Spreadsheet Cost and journeys	Monthly	Facilities	Facilities Management Group	Associate Director Estates and Facilities	Senior Operational Group

University Hospitals of Morecambe Bay NHS Foundation Trust		ID No. Corp/Pol/101
Version No: 5.3	Next Review Date: 01/10/2019	Title: Taxi Transport Policy
<i>Do you have the up to date version? See the intranet for the latest version</i>		

<b>5. ATTACHMENTS</b>	
<b>Number</b>	<b>Title</b>
1	Taxi or Alternative Transport System Decision Tree
2	Carriage of Dangerous Goods by Road (ADR) requirement
3	Cross Bay Trunk Route
4	Equality & Diversity Impact Assessment Tool

<b>6. OTHER RELEVANT / ASSOCIATED DOCUMENTS</b>	
<b>Unique Identifier</b>	<b>Title and web links from the document library</b>

<b>7. SUPPORTING REFERENCES / EVIDENCE BASED DOCUMENTS</b>	
References in full	
<b>Number</b>	<b>References</b>
1	European Agreement concerning the International Carriage of Dangerous Goods by Road  ADR ??? applicable as from 1 January 2013 <a href="http://www.unece.org/trans/danger/publi/adr/adr2013/13contentse.html">http://www.unece.org/trans/danger/publi/adr/adr2013/13contentse.html</a>
2	ADR, CDG Regs and Dangerous Goods Safety Advisor <a href="http://www.hse.gov.uk/cdg/manual/adrcarriage.htm">http://www.hse.gov.uk/cdg/manual/adrcarriage.htm</a>

<b>8. DEFINITIONS / GLOSSARY OF TERMS</b>	
<b>Abbreviation or Term</b>	<b>Definition</b>
ADR	Agreement concerning the International Carriage of Dangerous Goods by Road
DGSA	Dangerous Goods Safety Advisor

<b>9. CONSULTATION WITH STAFF AND PATIENTS</b>		
Enter the names and job titles of staff and stakeholders that have contributed to the document		
<b>Name</b>	<b>Job Title</b>	<b>Date Consulted</b>
R Detko	Patient Services manager RLI/WGH	
A Vickers	Patient Services Manager FGH	
	All Divisional General Managers	
	All Clinical Site Managers	

University Hospitals of Morecambe Bay NHS Foundation Trust	ID No. Corp/Pol/101
Version No: 5.3	Next Review Date: 01/10/2019
Title: Taxi Transport Policy	
<i>Do you have the up to date version? See the intranet for the latest version</i>	

<b>10. DISTRIBUTION PLAN</b>	
Dissemination lead:	Patient Environmental Services – General Office Manager – site based
Previous document already being used?	Yes – previous version
If yes, in what format and where?	Available on the Intranet Facilities home page
Proposed action to retrieve out-of-date copies of the document:	Delete from Intranet and Publicise new Code of practice
<b>To be disseminated to:</b>	
Document Library	
Proposed actions to communicate the document contents to staff:	Via UHMB Weekly News and via Trust Procedural Document Library Via Divisional H+S Papers Via email to Clinical site managers and switchboard staff

<b>11. TRAINING</b>		
Is training required to be given due to the introduction of this policy? Yes		
Action by	Action required	Implementation Date
Switchboard Service staff	Policy awareness Decision tree training appendix 1	1 <sup>st</sup> Dec 17
Taxi / transport contactor	DGSA, agree short training/ assessment to comply with ADR	1.12.17

<b>12. AMENDMENT HISTORY</b>				
Version No.	Date of Issue	Page/Selection Changed	Description of Change	Review Date
1	01/12/2008	From new	New	17/9/2015
2	10/06/2013	Full Review	Review of documentation Review procedures	17/9/2015
3	20/12/2013	DGSA review	Implement DGSA	17/12/2015
5	01/10/2016	All	Full review and update of Decision Tree (Appendix 1)	01/10/2019
5.1	05/12/2016	Page 3	Policy on a Page added	01/10/2019
5.2	20/10/2017	Page 3	BSF page added	01/10/2019
5.3	25/10/2017	Full Review	Full review and update of Decision Tree (Appendix 1)	01/10/2019

University Hospitals of Morecambe Bay NHS Foundation Trust		ID No. Corp/Pol/101
Version No: 5.3	Next Review Date: 01/10/2019	Title: Taxi Transport Policy
<i>Do you have the up to date version? See the intranet for the latest version</i>		

## Appendix 1: Taxi or Alternative Transport System Decision Tree

**Step 1** - Ward / department call to switchboard WGH on ext. 5500 to book taxi / transport

### Step 2 - Patient Movement

Where a decision has been taken by Medical/Senior Clinical Staff to enable service user / patient discharge and another method of transport is not available, e.g. relative/ visitor. / NWAS or private ambulance, then Medical Support UK or a taxi may be used.

Nursing staff should only consider the use of a taxi if the patient is considered fit to travel by this mode of transport to facilitate the discharge. Approval must be sought from the clinical site manager/Silver.

All patients who come under the Mental Health Act must have a qualified escort for all journeys.

### Step 3 – Goods

Can the item wait until the next trunk run ?

**Item to be correctly packed and labelled**

**Step 4** - If the goods movement is urgent and it can't wait for the trunk route follow onto the steps below

### Step 5

**Goods movement  
Monday – Friday  
2am – 8am**

Switchboard to book a contract taxi, using contract nearest to hospital setting

### Step 6

**Goods movement  
Monday – Friday (8pm to 2am)  
All day Saturday and Sunday**

Switchboard to contact volunteer group North West Blood bikers to see if they can undertake the journey

If North West Blood bikers are unable to undertake the journey –please revert to contract taxi – Step 5

### NOTE

#### If not a Trust Employee:

Process as above, could be a CCG/alternative Trust or Partnership Trust request – still require details as in points 2 and 3 above plus a contact phone number/mobile to be stated at time of request

#### If a member of the public/contractor:

The Switchboard will not authorise a taxi booking

#### If the caller is abusive to Switchboard:

The Switchboard will not authorise a taxi booking. Report this immediately (in hours) to the Divisional Management team/Workforce Business Partner for further investigation

## Appendix 2: Carriage of Dangerous Goods by Road (ADR) requirement

ADR

<u>Item</u>	<u>Transportation under ADR</u>
Bottled Gas	Medical gas bottles exempted providing it supports an integrated secure valve
Transfusion Products	Exempt providing appropriately packaged – as noted in packing Blood products instruction P650

University Hospitals of Morecambe Bay NHS Foundation Trust		ID No. Corp/Pol/101
Version No: 5.3	Next Review Date: 01/10/2019	Title: Taxi Transport Policy
<i>Do you have the up to date version? See the intranet for the latest version</i>		

## Appendix 3: Cross Bay Trunk Route

### Route One

8.00	Moor Park	Collect mail for WGH and FGH
8.05	Charter House	Collect medical records for WGH FGH
	RLI Mail Room	Collect WGH and FGH mail
	RLI Med Records	Collect Medical records for WGH and FGH
	RLI Old Path lab	Collect specimens etc. for WGH and FGH
	RLI New Path lab	Collect specimen from Histology and Microbiology
	RLI stores	Collect stores for WGH and FGH
	RLI Pharmacy	Collect drugs and Chemotherapy tins for WGH and FGH
	WGH Med Rec	Deliver Med Recs and collect for FGH
	WGH Mail room	Deliver mail and collect for FGH
	WGH Pharmacy	Deliver items and collect for FGH
9.30	WGH Path lab	Deliver items and collect for FGH
	FGH Mail room	Deliver items and collect for WGH and RLI
	FGH Stores	Deliver items and collect for WGH and RLI
	FGH Pharmacy	Deliver items and collect for WGH and RLI
	FGH Med Recs	Deliver Recs and collect for WGH and RLI
10.30	FGH Path lab	Deliver items and collect for WGH and RLI
	FGH BSU	Collect bags for RLI BSU
	WGH Med Recs	Deliver Recs and collect for RLI
	WGH Mail room	Deliver items and collect for RLI
	WGH Pharmacy	Deliver items and collect for RLI
11.45	WGH Path Lab	Deliver items and collect for RLI
	WGH XRAY	Collect bags for RLI Breast Screening
	RLI Mail room	Deliver mail
	RLI Old path lab	Deliver specimens
	RLI Med Recs	Deliver records
	RLI B.S.U	Deliver bags if any
	RLI Stores	Deliver items if any
13.00	RLI New Path Lab	Deliver to Histology and Microbiology
	RLI Pharmacy	Deliver

University Hospitals of Morecambe Bay NHS Foundation Trust		ID No. Corp/Pol/101
Version No: 5.3	Next Review Date: 01/10/2019	Title: Taxi Transport Policy
<i>Do you have the up to date version? See the intranet for the latest version</i>		

## Route Two

08.00	Moor Park	
08.05	RLI Mail room	Collect mail for Preston hospital and box for Stockport if there
	RLI New Path lab	Collect specimens and mail for Preston
	Preston Mail room	Deliver mail and collect mail for RLI
	Preston Path lab	Deliver specimens and collect empty boxes and mail from shelf.
	Preston Pharmacy	Deliver Stockport box and check for anything to come back to RLI
10.30	Moor Park	Collect mail for WGH and FGH
	RLI B.S.U	Collect mail for WGH and FGH
	<b>RLI Mail Room</b>	<b>Collect WGH and FGH mail</b>
	RLI Med Records	Collect Medical records for WGH and FGH
	RLI Old Path lab	Collect specimens for WGH from fridge, any letters or other goods for WGH and FGH
	RLI New Path lab	Collect from Histology and Microbiology any specimens
	RLI stores	Collect stores for WGH and FGH
	RLI Pharmacy	Collect any Items, drugs and Chemotherapy tins for WGH and FGH
	WGH Med Rec	Deliver Med Recs and collect for FGH
	<b>WGH Mail room</b>	<b>Deliver mail and collect for FGH</b>
	WGH Pharmacy	Deliver items and collect for FGH
12.15	WGH Path lab	Deliver items and collect for FGH
	WGH XRAY	Deliver mail from RLI B.S.U
	<b>FGH Mail room</b>	<b>Deliver items and collect for WGH and RLI</b>
	FGH Stores	Deliver items and collect for WGH and RLI
	FGH Pharmacy	Deliver items and collect for WGH and RLI
	FGH Med Recs	Deliver Recs and collect for WGH and RLI
13.30	FGH Path lab	Deliver items and collect for WGH and RLI
	FGH B.S.U.	Deliver mail from RLI B.S.U. Collect mail for RLI Breast Screening
	WGH Med Recs	Deliver Recs and collect for RLI
	<b>WGH Mail room</b>	<b>Deliver items and collect for RLI</b>
	WGH Pharmacy	Deliver items and collect for RLI
14.30	WGH Path Lab	Deliver items and collect for RLI
	WGH XRAY	Collect mail for RLI Breast Screening
	<b>RLI Mail room</b>	<b>Deliver items</b>
	RLI Old path lab	Deliver items
	RLI Med Recs	Deliver records
	RLI B.S.U	Deliver mail if any
	RLI Stores	Deliver items if any
	RLI New Path Lab	Deliver to Histology and Microbiology
	RLI Pharmacy	Deliver items

University Hospitals of Morecambe Bay NHS Foundation Trust		ID No. Corp/Pol/101
Version No: 5.3	Next Review Date: 01/10/2019	Title: Taxi Transport Policy
<i>Do you have the up to date version? See the intranet for the latest version</i>		



### Route Three

15.40	Moor Park	Collect mail for WGH and FGH
	Charter House	Collect Medical Records for WGH & FGH
	<b>RLI Mail Room</b>	<b>Collect WGH and FGH mail</b>
	RLI Med Records	Collect Medical records for WGH and FGH
16.30	RLI Old Path lab	Collect specimens etc. for WGH and FGH
	RLI New Path lab	Collect specimen etc. from Histology and Microbiology
	WGH Med Rec	Deliver Med Recs and collect for FGH
	<b>WGH Mail room</b>	<b>Deliver mail and collect for FGH</b>
17.45	WGH Path lab	Deliver specimens and collect for FGH
	FGH Path lab	Deliver specimens ASAP Collect specimens for WGH and RLI
	FGH Med Recs	Deliver Recs and collect for WGH and RLI
	<b>FGH Mail room</b>	<b>Deliver mail and collect for WGH and RLI</b>
	WGH Med Recs	Deliver Recs and collect for RLI
	<b>WGH Mail room</b>	<b>Deliver mail and collect for RLI</b>
	WGH Path Lab	Deliver mail and collect for RLI
20.00	WGH Picas	Collect specimens
	<b>RLI Mail room</b>	<b>Deliver Mail</b>
	RLI Old path lab	Deliver ALL Specimens
	RLI Med Recs	Deliver all Medical records

University Hospitals of Morecambe Bay NHS Foundation Trust		ID No. Corp/Pol/101
Version No: 5.3	Next Review Date: 01/10/2019	Title: Taxi Transport Policy
<i>Do you have the up to date version? See the intranet for the latest version</i>		

### Equality Impact Assessment Form

Department/Function	Transport			
Lead Assessor	Tristram Reynolds			
What is being assessed?	Transportation of goods or persons			
Date of assessment	12.10.16			
What groups have you consulted with? Include details of involvement in the Equality Impact Assessment process.	Equality of Access to Health Group	<input checked="" type="checkbox"/>	Staff Side Colleagues	<input checked="" type="checkbox"/>
	Service Users	<input checked="" type="checkbox"/>	Staff Inclusion Network/s	<input checked="" type="checkbox"/>
	Personal Fair Diverse Champions	<input checked="" type="checkbox"/>	Other (Inc. external orgs)	<input checked="" type="checkbox"/>
	Please give details:			

1) What is the impact on the following equality groups?		
Positive:	Negative:	Neutral:
<ul style="list-style-type: none"> <li>➤ Advance Equality of opportunity</li> <li>➤ Foster good relations between different groups</li> <li>➤ Address explicit needs of Equality target groups</li> </ul>	<ul style="list-style-type: none"> <li>➤ Unlawful discrimination, harassment and victimisation</li> <li>➤ Failure to address explicit needs of Equality target groups</li> </ul>	<ul style="list-style-type: none"> <li>➤ It is quite acceptable for the assessment to come out as Neutral Impact.</li> <li>➤ Be sure you can justify this decision with clear reasons and evidence if you are challenged</li> </ul>
Equality Groups	Impact (Positive / Negative / Neutral)	Comments
<b>Race</b> (All ethnic groups)	Neutral	<ul style="list-style-type: none"> <li>➤ Provide brief description of the positive / negative impact identified benefits to the equality group.</li> <li>➤ Is any impact identified intended or legal?</li> </ul>
<b>Disability</b> (Including physical and mental impairments)	Neutral	
<b>Sex</b>	Neutral	
<b>Gender reassignment</b>	Neutral	
<b>Religion or Belief</b>	Neutral	
<b>Sexual orientation</b>	Neutral	
<b>Age</b>	Neutral	
<b>Marriage and Civil Partnership</b>	Neutral	
<b>Pregnancy and maternity</b>	Neutral	
<b>Other</b> (e.g. caring, human rights)	Neutral	

University Hospitals of Morecambe Bay NHS Foundation Trust	ID No. Corp/Pol/101
Version No: 5.3	Title: Taxi Transport Policy
Next Review Date: 01/10/2019	
<i>Do you have the up to date version? See the intranet for the latest version</i>	

2) In what ways does any impact identified contribute to or hinder promoting equality and diversity across the organisation?	Not applicable
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3) If your assessment identifies a negative impact on Equality Groups you must develop an action plan <b>to avoid discrimination and ensure opportunities for promoting equality diversity and inclusion are maximised.</b> <ul style="list-style-type: none"> <li>➤ This should include where it has been identified that further work will be undertaken to further explore the impact on equality groups</li> <li>➤ This should be reviewed annually.</li> </ul>
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Action Plan Summary
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Action	Lead	Timescale
Not applicable		

*This form will be automatically submitted for review for Policies and Procedures once approved by Policy Group. For all other assessments, please return an electronic copy to [EIA.forms@mbht.nhs.uk](mailto:EIA.forms@mbht.nhs.uk) once completed.*

University Hospitals of Morecambe Bay NHS Foundation Trust	ID No. Corp/Pol/101
Version No: 5.3	Next Review Date: 01/10/2019
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