

**Transportation Policy for Students and Instructors  
Faculty of Nursing – University of Windsor**

***Students:***

1. Students shall not transport any client in their personally owned vehicles under any circumstances.
2. Students shall not provide transportation for any client on behalf of an organization through the direct operation of an organizationally owned/leased vehicle.
3. Students may accompany a client on an off-site excursion using an organizationally owned/leased vehicle provided that the field supervisor/preceptor or his/her delegate is present in the vehicle.
4. Student may accompany a client on an off-site excursion using a taxi or public transportation.
5. It is not the obligation of placement agencies to provide transportation for students. However, students may be transported by preceptors or agency personnel in their personal vehicles for the purpose of rendering off-site client services according to the agency's transportation and/or other policies.

***Instructors:***

6. Instructors shall be familiar with the typical situations in which the placement organization normally provides recognized clients with accompaniment and/or transportation during off-site excursions.
7. In each situation, where a decision is rendered regarding the approval of off-site accompaniment of a client by a student, with or without the presence of a field supervisor/preceptor, the following factors must be assessed by the instructor, in collaboration with the student and agency:
  - a. The potential relevance of the learning opportunities associated with the planned off-site excursion.
  - b. The physical, emotional, and intellectual stability of the client.
  - c. The student's clinical knowledge and skill level relative to the practice setting.
  - d. The client's familiarity with the type of excursion. Students generally should not accompany a client alone to a destination/activity in which the client will be participating for the first time.
  - e. The distance to be travelled.
  - f. The potential time commitment for the student.
  - g. The chosen method of transportation.
  - h. The potential for risk to the safety and security of the student (or client) that may be imposed by geographical isolation of the client and student from others at any point during an off-site excursion.
  - i. The student's ability to acquire safe transportation back to the organization or home when accompanying a client one way by taxi or other public transportation.
8. It is highly recommended that instructors not transport students in their personal vehicles, except under extenuating circumstances.

***Additional Notes for Students and Instructors:***

**Note 1:** The University's Automobile Insurance Policy only insures vehicles owned and/or leased by the University. The policy does not include coverage for vehicles owned by faculty, staff or students. Therefore, all parties should ensure that they are personally covered by their own adequate insurance. Anyone (students, staff, faculty, etc.) who transports clients or volunteers should ensure that their personal automobile insurance covers such contingencies.

**Note 2:** If an employee chooses to transport someone in their personal vehicle (business or pleasure) and an accident occurs, the insurance policy that insures the vehicle (not the driver) would respond as dictated by the Ontario Automobile Insurance Act.