



## Accident Transport Fund (also known as the 'College taxi scheme')

Fitzwilliam students pay an annual premium of £10.00 per year to an in-house insurance scheme that covers the cost of necessary taxi journeys.

The College has an arrangement with Panther Taxis whereby the company's drivers will accept, in lieu of payment, a taxi slip authorised by the College.

### Taxi Slips

- Taxi slips are available from the Porters Lodge
- The slip must be signed by the Duty Porter, The College Nurse, the Tutorial Administrator (or her deputy).
- Each slip must be signed **in advance of the taxi journey**
- After the journey you should return the blue copy of the signed slip to the Porters Lodge (failure to do this will result in the authorisation process not being completed and the charge for the journey being added to your College account).

### Use of the fund

#### *Primary use of the scheme*

- When injury or serious illness prevents independent travel between Fitzwilliam College (or your Cambridge address) and Departments of the University, for classes or study.

#### *Other legitimate uses*

- In the event that you feel that returning late at night poses a genuine **safety or security risk**, or in the event of an emergency. [*Please also note that if you ever feels unsafe in town, you can go into any College Porters Lodge and ask for help re obtaining a taxi home using this scheme*]
- The scheme also covers the cost of being sent back to the College (or your Cambridge home address) from hospital.

#### *When a slip cannot be obtained in advance*

It will be difficult to know about many of these circumstances in advance – in which case the following procedures may be followed

- Request an emergency slip from the Porters at the end of your journey.
- Pay the taxi fare in cash, obtain a receipt from the taxi driver, and request reimbursement from the College. Reimbursement will be made to your College account, or in cash from the Accounts office – approval may be necessary from your Tutor.
- You will need to give details of the reason for your journey, to the College staff member issuing the slip (or providing the refund).
- If using a non-Panther cab, the Porters can, if necessary, assist with payment on arrival back at College.
- A taxi to an external/private house can stop at the Lodge to pick up a slip

This fund is supported by students and it is important it is not abused. In the case of security risks and emergencies, Tutors will wish to judge whether the journey was necessary, and the extent to which the need for transport could have been foreseen.



**Panther Taxis Ltd** is one of the largest taxi companies in the Cambridge area. Their telephone number is **01223 715 715**