

NHS Lothian Permitted Use of Taxis v1 All taxi requests must be authorised by the Account Holder	Permitted	Consider other options e.g., family, public transport, taxi paid by patient/family, volunteer driver, community transport, lease car	Exceptional Circumstances only and with authoriser's permission	Not Permitted
PATIENTS				
Patient for planned hospital discharge home out of Lothian.			Exceptional Circumstances only and with authoriser's permission	
Patient travel from home to hospital outpatient appointment/external provider e.g., Golden Jubilee National Hospital. (Not to be used as an alternative when SAS PTS transport not available).			Exceptional Circumstances only and with authoriser's permission	
Patient for planned hospital discharge home.			Exceptional Circumstances only and with authoriser's permission	
Patient to travel to/from Out-of-Hours emergency appointment.			Exceptional Circumstances only and with authoriser's permission	
Patient for community integration as part of treatment e.g., for REAS.		Consider other options		
Patient for discharge home from Emergency Department, RIE.	Permitted			
STAFF				
Staff travel for routine journey to/from home.				Not Permitted
Staff travel to/from home during public holidays/festive period.				Not Permitted
Staff travel to/from home during unsocial hours.				Not Permitted
Staff travel for inter-site hospital meetings. Taxis may be booked and paid for by the staff member and claimed back through eExpenses if approved by line manager.				Not Permitted
If staff are unwell at work and cannot travel home any other way.			Exceptional Circumstances only and with authoriser's permission	
Staff travel from hospital site to hospital site as requested by line manager (from	Permitted			

and return to usual base only – not to/from home) to cover a shift or escort a patient.				
Staff travel to/from home for on-call shift only.	Permitted			
OTHER				
Patient's belongings/Lost Property.				Not Permitted
Letters.				Not Permitted
A taxi may be booked to deliver certain confirmation documents i.e., Colonoscopy/bowel prep letters.			Exceptional Circumstances only and with authoriser's permission	
Theatre Instruments – only when the need is urgent or unexpected.			Exceptional Circumstances only and with authoriser's permission	
Equipment: only if there is an urgent clinical need.			Exceptional Circumstances only and with authoriser's permission	
<p>Medicines: A blood bike or taxi should only be used if the patient or carer receiving the medicines is able to come to the door to accept the medicines and the patient or carer has received clear directions on how to take their medicines. The nurse should check that the patient will be in to receive the delivery and provide a contact number for the patient in case they do not respond.</p> <p>A taxi may be used for the urgent transport of medicines between NHS Lothian hospital sites (urgency as determined by Pharmacy) or where a pharmacist is required to deliver the medicine.</p> <p>Couriers may only be used to transport medicines from or between hospitals if hospital transport is not available.</p>		Consider other options e.g., Family collection, Blood Bikes Scotland, courier		
<p>Lab specimens/Clinical Samples.</p> <p>Only when a test/specimen is labile (i.e., where it will degrade over time).</p> <p>Only to ensure tests are received by the lab in time to allow processing the same day.</p> <p>Only when a test is deemed urgent by the clinical team.</p>		Consider other options e.g., NHS Lothian Lab Vans, courier		
Case Notes/X-rays – only when the need is urgent or unexpected.		Consider other options e.g., courier		