

2010-11 Sports Club Travel Policies

General

1. All travel must be planned, documented and conducted in a manner to minimize risk to students, employees and members of the public.
2. All student travel must be pre-approved by the Sport Club Director. Clubs traveling without the permission of the Sport Club Program may not receive compensation for their travels and may face other punishments including fines, suspension, probation and/or dismissal from the Program.
3. If a student desires to leave a trip at any time, he/she must complete the travel release document. Leaving a trip is strongly discouraged.
4. Guests, family and friends are not permitted to travel in university vehicles.
5. Passengers are expected to behave in a manner that does not distract the driver.
6. Alcohol and/or illegal drugs are not permitted in the vehicle during travel to and from Sport Club practice, events or competitions.
7. All drivers must be approved by the Sport Club Director. Only authorized drivers may drive on a trip.
8. Every Sports Club that travels must have a designated Travel Coordinator position for their club. Every trip must have a designated Trip Leader. It is acceptable for the same person to fill both these roles.

Travel Coordinator

9. Travel Coordinator is responsible for knowing the Sports Club Travel Policies, planning and requesting approval for all trips, completing required pre-travel and post-travel paperwork, and making sure a designated Trip Leader is on every trip who knows the responsibilities of their role. All forms are submitted to the Sports Club Director and deadlines are as follows:

Please note: ***Turning in forms earlier than the deadlines is OK!***

- 1) Travel Request – deadline is 14 days prior to desired travel dates.
- 2) Driver Authorization Forms – these can be turned in and kept on file at the beginning of your season. Deadline is prior to departure of the first trip that person will be driving.
- 3) Travel Roster with Emergency Contact Names and Phone Numbers - this can be turned in and kept on file at the beginning of your season. Deadline is prior to departure of first trip.
- 4) Post Travel Form - deadline is 14 days after the last day of travel.

Trip Leader

10. Trip Leaders are required to meet with the Sport Club Director before the trip to review travel plans, driving routes and to determine if the trip plans need to be modified, delayed, re-routed or cancelled due to inclement weather or other issues.
11. The Trip Leader is responsible for trip safety by implementing all travel and driver policies and ensuring that driver distractions are minimized. Ideally, the Trip Leader is not a driver.
12. The Trip Leader is responsible for ensuring that all OPERS vehicles have a First Aid Kit (provided by OPERS) and that all drivers understand the emergency procedures.
13. For travel that involves multiple vehicles, the Trip Leader is responsible for the overall coordination of the trip. It is encouraged that all vehicles leave at the same time and that all vehicles stay within close proximity at all times.

Driver

14. Drivers must have a current Driver's License that is valid to drive in California and possess the minimum automobile liability insurance as required by the State of California.
15. All drivers must complete and sign the driver application and policies packet, submit a current copy of their Driver's License and Insurance and be approved by the Sport Club Director in advance of any travel.
16. Approval is valid for the academic year and expires on the last day of spring quarter.
17. Total driving distance must not exceed 600 miles in one day regardless of the number of drivers.
18. Drivers are required to notify the Sport Club Director if any of the following occur:
 - a. Automobile insurance changes
 - b. Driver is involved in any transportation incidents, including but not limited to moving violations, accidents, or DUI.
19. Two drivers are required for each vehicle for trips over 400 miles in one direction.
20. No single driver may drive more than 4 hours without taking a mandatory 15 minute break.
21. Switch Rule: any time a second driver feels that the current driver is tired or no longer functioning at peak ability, the co-driver will say "let's switch" and the transfer takes place without argument.
22. Unless prior approval is given by the Sport Club Director, no travel can occur between midnight and 5:00am.
23. Drivers must obey all traffic laws including driving under the posted speed limit.
24. Drivers must refrain from distracting behaviors while driving, including eating, using cell phones, adjusting radio/music, etc.
25. The driver is responsible for ensuring that all travelers are wearing seatbelts. The number of passengers must not exceed the number of operational seatbelts.
26. In the event of an accident, the driver must follow the University accident reporting procedures and notify the Sport Club Director immediately.
27. When using personal or rental vehicles, the driver is responsible for any citations or any accidents that may occur.