Sports Club Travel Policy

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 Sports Club Supervisor. If travel occurs without prior approval, the club/student group will be subject to the campus disciplinary measures.
3. Guests, family and friends are not permitted to travel in university owned or rented vehicles unless prior approval is made.
4. Passengers are expected to behave in a manner that does not distract the driver.
5. Alcohol and/or illegal drugs are not permitted in the vehicle during travel to and from Sports Club practices, events or competitions
6. All drivers must be approved by the Sports Club Supervisor, and only authorized drivers must drive.
7. All drivers using University Recreation (OPERS) Vans must complete the two hour defensive driving tutorial as well as submit the Pull Program document.

Trip Leader

1. All student groups traveling must have a Trip Leader. The Trip Leader is responsible for trip safety by implementing all travel forms and ensuring that driver distractions are minimized. Ideally, the Trip Leader is not a driver.
2. 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.
3. Trip Leaders are required to submit a Travel Request Form to the Sports Club Supervisor at least 7 days in advance. University Vans are available on a first come-first serve basis. Early projections for these are strongly recommended.
4. Trip Leaders must submit updated Travel Rosters the day prior to departure.
5. Trip Leaders are required to meet with the Sports Club Supervisor prior to 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. The Trip Leader is responsible for ensuring that all vehicles and a 1st Aid Kit (provided by the Sports Club Office) and that all drivers understand the emergency procedures.

Driver
1. Drivers must have a valid Drivers License and possess the minimum automobile liability insurance as required by the State of California.

2. All drivers must complete, sign and submit the appropriate Driver Form in advance of all Sports Club travel. The document is good for the academic year and needs to be re-submitted the following year if that individual is still a driver for that club. If the driver is using their own vehicle, they need to complete and submit the Driver Authorization Form – Personal Vehicle. If the driver is driving someone else’s vehicle, they need to complete and submit the Driver Authorization Form – General Form.

3. Total driving distance must not exceed 700 miles in one day regardless of the number of drivers.

4. Drivers are required to notify the Sports Club Supervisor 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 and/or DUI.

5. Two Drivers are required for each vehicle for trips over 400 miles in one direction.

6. No Single Driver may drive more than 4 hours without taking a mandatory 15 minute break.

7. 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.

8. Unless prior approval is given by the Sports Club Supervisor, no travel can occur between midnight and 5:00am.

9. Drivers must obey all traffic laws including driving over the posted speed limit.

10. Drivers must refrain from distracting behaviors while driving, including eating, using cell phones, adjusting radio/music etc.

11. The Driver is responsible for ensuring that all travelers are wearing seat belts. The number of passengers

12. In the event of an accident, the driver must follow the University accident reporting procedures (reference Rec Van Checklist document) and notify the Sports Club Supervisor immediately.

13. When using personal or rental vehicles, the driver is responsible for any citations or accidents that may occur.

Arranging for Travel

1. There are 3 ways to reserve vehicles for Sports Club Travel
   a. Recreation Vans. These vans are available on a first come-first serve basis. All drivers need to follow the directions stated in the UCSC Recreation Van Procedures and Policies document. These are 12 passenger vans. Gas Cards can be issued to assist with travel.
   b. Fleet Services Van. If there are no Recreation Vans available, clubs can rent from Fleet Services. Fleet Services has 12 passenger vans as well as 5 passenger vehicles. These too are available on a first come-first serve basis. If there are no Fleet Services Vans available, they can set up rental vans from Enterprise. Gas Cards can be issued to assist with travel.
c. If there are no Rec Vans available and if the travel is going to involve other projected expenses, it will need to be set up as a Travel Advance Request (TAR). The Trip Leader needs to be in the data-base. If they are not, they will have to fill out and submit a New Vendor (204) Form. This takes about 3 weeks to process so plan accordingly. After the TAR form is submitted, a Trip Number will be created and sent to both the Trip Leader as well as to Enterprise Rentals. The Trip Leader should call Enterprise in advance to coordinate the rental of the vehicle. The Trip Leader needs to contact Enterprise well in advance of the travel day to coordinate the vehicles needed for travel. This is especially true if it involves 12 passenger vehicles.

2. If there are reimbursements after the travel has been completed, a Post Travel Form is used along with the supporting original receipts. Bank statements will not be honored. Only original receipts will be honored.

3. For out of state travel, flights can be arranged through the Sports Club Office. Make an appointment to go over the options with the Sports Club Supervisor.

4. If a rental vehicle is needed, obtain the Corporate ID # from the Sports Club Supervisor. Call the 800 number for Enterprise and give them the Corporate ID # and reserve the vehicles at that time. That way, they’ll be ready when the traveler arrives.

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