

OBERLIN COLLEGE CLUB SPORTS MANUAL TRANSPORTATION AND TRAVEL POLICY

GENERAL REGULATIONS

Club Sports travel regulations are designed to ensure the safety of all club members while traveling to and from club sports contests, events and tournaments.

The director of Club sports must approve all sports travel in advance.

Only those club members listed on the current roster, coaches, and advisors will be approved to travel. No guests, friends, family members, or others will be allowed to travel with the club. All travelers must be listed on the *Transportation Request/Itinerary Form*.

The administrative assistant for transportation in Facilities Operations must approve all drivers to drive. Drivers must have a valid driver's license, less than 6 points on the driving record, be over 18 years of age, pass the *Ohio Driver's examination and submit a Driver's Record Self-Verification Form*. Club members who are not approved to drive must travel as passengers on all club sports trips.

NOTE: Alcohol and/or illegal drug use is NOT permitted while participating in club sports activities. Club sports activities include, but are not limited to, club practices, contests, travel to and from contests and practices, training sessions, and recruitment events. Abuse of this policy will lead to disciplinary action up to and including suspension of the club and or its members, after appropriate due process according to Oberlin College Judicial Procedures, Rules and Regulations.

BEFORE TRAVELING

Submit a *Transportation Request/Itinerary Form* to the director of club sports at least one week (Friday by noon for the following weekend) prior to the date of departure in order to reserve appropriate transportation.

The following is required on the *Transportation Request/Itinerary Form*:

- Purpose and destination of trip (including estimated roundtrip mileage)
- Name and cell number of trip leader
- Name and phone number of contact person at contest/event/tournament
- Lodging information (if needed)
- Name/location of hospital nearest the event site
- Travel party size
- Requested mode of transportation
- Pickup and drop-off time, departure from, and return to Oberlin time
- Assigned drivers
- Names of passengers traveling in each vehicle
- Directions

Once approved, the director of club sports will assist the club with arrangements for rental vehicles. Clubs are required to travel as a club and use of rental vehicles is highly recommended. Reimbursement for private vehicles will not be permitted except in extenuating circumstances approved in advance.

At least one club member (OC student) must be designated as the trip leader. The trip leader is responsible for insuring that all club sports members are aware of and abide by important travel safety regulations while on an approved club sports trip. The trip leader is responsible for immediately notifying the director of club sports of any changes to the approved travel request (such as who is traveling, itinerary, or travel route) and any accidents or incidents that occur while traveling or at the event or at the hotel.

TRIP LEADER RESPONSIBILITIES

The Trip Leader can be any student member of the Club, however he/she must commit to upholding the following responsibilities for each trip led:

- Adhere to the trip itinerary submitted on the *Transportation Request/Itinerary Form*
- Understand and agree to enforce OC travel policies for the duration of this trip
- Report and accidents/incidents and/or violations of the Club Sports Policy

TRAVEL REGULATIONS

- Clubs must adhere to the travel itinerary submitted and approved by the director of club sports.
- All passengers must be authorized to participate in club sports activities (members, coaches, advisors) and listed on the *Transportation Request/Itinerary Form*. No guests, family members, and friends of others who are not authorized to participate/travel. This includes private vehicles.
- There may be only as many passengers in the vehicle as there are passenger seat belts.
- All travelers must wear seat belts.
- Only approved and designated drivers may drive.
- All vehicles must be used exclusively to travel to the event, lodging, and meals, or to seek medical treatment for injuries. Vehicles may not be used for personal business or pleasure; e.g., clubs are NOT permitted to “detour and frolic”.
- When using multiple vehicles, all vehicles must depart at the same time and travel together. All vehicles must follow the approved travel route and stop as scheduled.
- Luggage must be packed so that the driver’s view is not obstructed.
- The front seat passenger in each vehicle must take responsibility for reading maps, providing directions to the driver, changing the radio stations, controlling music or temperature, assisting with vehicle maneuvering as needed (parking in a difficult spot), controlling the other passengers and staying awake so that the driver can concentrate on driving.
- All other passengers must behave in a manner that does not distract the driver.
- While driving, a rest stop of not less than 15 minutes must occur every 2.5 hours.
- No single driver may drive for more than four hours. If the driver is sleepy, switch immediately.
- No travel may occur between the hours of midnight and 6 a.m.
- On an approved club sports trip, club members, coaches, or advisors shall NOT consume alcohol or use drugs.

These travel regulations are designed to protect the safety of participants. On an approved club sports trip, all travelers must abide by the regulations. Failure to comply with these regulations

may result in penalties for the entire club, up to and including suspension of all club activities or expulsion of the club from the Club Sports Program.

DRIVERS

All drivers must be approved to drive. Drivers are responsible for the safety of all passengers and are expected to use extreme care when transporting club members to a contest/event/tournament. Drivers must be capable of operating a vehicle (e.g., rested, alert) and comfortable operating the type and size vehicle being used. Additionally, the driver is expected to:

- Inspect the tires and adjust the seat and mirrors before starting the vehicle.
- Ensure that the vehicle is not driven if there is a mechanical problem.
- Make sure to be comfortable with the size of the vehicle.
- Ensure that all passengers are in their seat belts prior to departure.
- Focus on driving: Do not change the radio station, fidget with music, adjust the temperature, or talk on cell phones, etc. The front seat passenger is responsible of those items.
- Obey all traffic, parking, and safety laws, including the speed limit. Drivers assume responsibility for all traffic and parking tickets.
- Keep a safe following distance.
- Drive defensively – be prepared for the unexpected.
- Stop for fuel when the fuel gauge drops below 1/4 full.
- Use caution when traveling or stopping on unpaved or uncleared surfaces to avoid getting stuck.
- Reduce speed in rain, fog, snow, or ice. Change drivers often. Pull over if conditions are too hazardous for safe driving.
- Report all traffic and or parking violations to the director of club sports within 24 hours of your return to campus.

VEHICLES

All drivers must be approved. Clubs are responsible for adhering to the travel itinerary and vehicle assignments submitted on the *Transportation Request/Itinerary Form*.

ENTERPRISE VANS AND CARS

The director of club sports will reserve seven-seat passenger mini-vans or smaller cars through the Facilities Operations Office. The following information is required at least a week prior via the *Transportation Request/Itinerary Form* in order to place a reservation:

- The date and time of pickup and drop off
- Destination and approximate roundtrip mileage
- Travel party thus number of requested vehicles
- List of approved drivers assigned to particular vehicles

Enterprise typically operates using a weekend rate. Therefore you must return your vehicle to the lot and keys and any receipts for fuel by 8 a.m. on Monday morning to the Office of Safety and Security or to Facilities Operations. If you fail to return keys on time, the driver will be charged an additional day's fee. The club sports transportation budget will NOT cover this penalty fee.

Personal Vehicles

Use of personal vehicles for traveling to contests/tournaments is strongly discouraged. Clubs and drivers will not be reimbursed for mileage for private vehicles, except in extenuating circumstances approved in advance by the director of club sports. That reimbursement will be at the National Volunteer Rate (currently \$.14/mile). Mileage needs to be documented and signed off by the club's advisor and treasurer and the form submitted in a timely manner to the director of club sports.

It is the responsibility of the club officers and advisor to make sure that the owner of any vehicle used for club purposes has adequate insurance coverage, including third-party liability. The owner of the vehicle assumes primary liability for everything that happens to and in that vehicle.

Examples of extenuating circumstances:

- 1) Dressage Club –
 - a. Coach's truck hauling trailer with horses for competition
 - b. Student passenger

- 2) Ice Hockey Club
 - a. Transportation to/from practice sessions
 - b. Transportation to/from home contests in Elyria
\$.14/mile for 32 miles RT

HOTEL/MOTEL REGULATIONS

If the club plans to stay in a hotel/motel, a designated club officer should make the reservation. Clubs are advised to contact several hotels in order to receive the best price for accommodations. Those serving complimentary continental breakfast are recommended. Hotel rooms on busy weekends sell out quickly: plan ahead. Contact the host of the event to determine if early arrangements need to be made in order to reserve rooms for that day or weekend. Then share the information with the director of club sports through the *Transportation Request/Itinerary Form*.

The following information is needed:

- Complete name, mailing address, and phone number of reservation
- The name under which the reservation was placed (e.g., John Smith or Oberlin Fencing Club)
- The dates and number of rooms reserved, travel party size
- The room rate that was quoted and the date you made the reservation
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A maximum of four (4) club sports members are recommended in a typical hotel room.