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UNIVER IT

For any trip in which the University is providing transportation, students are required to travel with the team both to and from the destination. For ground transportation or air travel, please refer to the policies and procedures in section 405.6. All athletic travel must be booked through the Associate Athletic Director.

III. Travel Forms

Prior to all student/alumni travel, the appropriate forms are to be completed as outlined below. All forms are to be kept on file within the appropriate departments.

Right To Cancel – All travelers must understand that Wilmington University reserves the right to cancel a trip at any time prior to departure in the case of inclement weather or other emergencies. Additionally, Wilmington University reserves the right to cut short the trip should exigent circumstances arise. In the event that the trip is cancelled, fees not covered by trip cancellation insurance will be refunded by the institution.

Form To Be Completed	Description	Submission of completed form to:	Date Due	Form
Travel Approval	Required for all travel (athletic, student/alumni trips, student academic travel)	Academic Program Chair or, AVP of Alumni Relations- Athletic Director, AVP Student Affairs- Dean of Students	Two weeks prior to travel	Approval
Emergency Contact Information	Required for domestic and international travelers	Designated trip organizer	One week prior to travel	Contact
Permission Slip, Assumption of Risk, Waiver and Release Agreement	Required for domestic and international travelers	Designated trip organizer	One week prior to travel	Permission

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	For student athlete self transportation to/from away contest		48 hours prior to travel	
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IV. Use of Personal Vehicles for Transportation on University Sponsored Trips

Students and alumni may be permitted to use their own private vehicles to drive to a University sponsored event involving local travel.

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V. Guidelines for local travel

- x The instructor/group coordinator informs students/alumni in a timely manner of the location, the time and date of the trip.
- x The instructor/group coordinator is not to be involved in the formation of any car pools.
- x The instructor/group coordinator should not transport any students/alumni in his/her private or University automobile.
- x The driver is responsible for their own travel expenses
- x The driver may not drive more than two hours without taking a break.

Drivers shall not consume alcohol 24 hours prior to departure or during travel. Medications that cause drowsiness should not be taken in the 12 hours prior to departure or during travel. Drug use is prohibited.

VI. Guidelines for Professional Carriers (Chartered Bus, Airline, Train, etc.)

Students/alumni should travel by the most appropriate means. When professional carriers are used, round-trip tickets must be obtained unless valid reasons are presented for other arrangements. Once the company has been booked, a copy of their insurance information will be requested and kept on file in the proper office.

All participants traveling with a university sponsored trip agree to use the University sponsored transportation to and from the location. Exceptions to this policy must be presented in writing for consideration to the following University personnel at least 2 weeks prior to the trip: Academic Program Chair, Senior Director of Athletics, Director of Alumni Relations, the Dean of Students, AVP of Student Affairs, as applicable. Any additional costs or liabilities of not leaving or

VII . Use of Rented Vehicles While on University Trips

In some cases, teams or groups may need to rent vehicles for University trips. Prior approval from the appropriate administrator is required. In these cases, the following policies and procedures must be followed.

Only paid University faculty or staff members who are over the age of 25 may drive the rented vehicles. No vehicles may be rented that are larger than a "12 passenger van". Drivers should obtain auto insurance through the rental company.

The driver must have a valid driver's license; up-to-date registration, insurance and inspection certificate (as applicable); at least two years of driving experience; and a good driving record. Driving records should not contain the following:

- x More than 6 points;
- x Any major violations (DUI, reckless driving charges, excessive speed, leaving the scene, driving with a suspended/revoked license, fleeing a police officer, vehicular homicide, etc.);
- x Two citations for a moving violation within the last 12 months;
- x Two accidents within the last 12 months where driver was at fault or contributory;
- x One accident where the driver was at fault or contributory and one moving violation within the last 12 months; OR
- x Any citation for blood alcohol content within the last 12 months. Cases not yet resolved in the courts will be considered grounds for temporary denying permission.

At least two weeks prior to departure, drivers must provide a certified copy of their driving record (employees will be reimbursed for the cost of the report) to the appropriate administrator. Driving records will be valid for a period of six months. Driving records can be obtained from the Department of Motor Vehicle

- x Delaware: <http://www.dmv.de.gov/>
- x New Jersey: <http://www.state.nj.us/mvc/>
- x Maryland: <http://www.mva.maryland.gov/>
- x Pennsylvania: <http://www.dmv.state.pa.us/>

Drivers must abide by all traffic laws, including but not limited to, wearing a seatbelt at all times. In addition, drivers are not permitted to email, text, or otherwise use computers or other forms of technology.

The driver and all occupants in the vehicle must wear safety belts at all times and abide by all local, state and federal laws. The number of travelers per vehicle may not exceed the total number of functional seat belts in the vehicle. The driver is not permitted to use a cell phone or any other devices which might serve as a distraction while operating the vehicle. All equipment must be stored properly and not loose. The driver must obey all posted speed limits.

When driving rented vehicles, the driver may not drive more than two hours without taking a break. No person shall drive for more than 10 hours in the aggregate (excluding rest stops and stops for meals) in any period of 24 consecutive hours unless such driver be afforded 8 consecutive hours rest immediately following the 10 hours aggregate driving.

Drivers shall not use alcohol 24 hours prior to departure or during trav

Emergency Contact Information Sheet

This form must be completed one week prior to travel.

A copy of this form should be left with the designated person that approved the trip (i.e. AVP of Alumni Relations/Athletic Director, or AVP Student Affairs/Dean of Students, or appropriate Academic Program Chair) and University Safety. The chaperone should also bring a copy of this form with them on the trip.

Group Name _____ Date of trip: _____

Chaperone's Name: _____ Cell #: _____

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Travel Permission Slip, Assumption of Risk, Waiver and Release Agreement
REQUIRED FOR DOMESTIC & INTERNATIONAL TRAVELERS
Form shall be submitted to the proper staff member one week to departure.

Name of Trip _____

Date(s) ofC -3 (fC -3 984 755M)2 (E)-0 Tw 24.65m

Lack of Health Insurance Coverage Waiver

This form is to be completed and submitted at least one week prior to the departure date to the appropriate University personnel:

Type of Trip	Submit to:
Academic Travel	Academic Program Chair
Athletic Travel	AVP of Alumni Relations Athletic Director
All Other Student Travel	Dean of Students AVP of Student Affairs
Alumni Travel	AVP of Alumni Relations Athletic Director

I _____ am participating in a university sponsored bus trip on _____ including transportation to and from the location. I release the University from any and all responsibility and liability arising from the fact that I do not currently have health insurance coverage.

Traveler's Printed Name Date

Traveler's Signature Date

University Personnel Signature Date

Wilmington University Travel Waiver

StudentAthlete Name: 2

Sport:

