Driver Requirements: All drivers are expected to conduct themselves in a professional manner when operating a vehicle engaged in Team Travel. Drivers engaged in Team Travel must adhere to all applicable University policies, including the University Vehicle Usage Policies for Employees and Students, in addition to the requirements set forth herein. To the extent the requirements of this policy are more stringent than another University policy, the terms of this policy apply.

1. Driver Qualifications
   a. Whenever possible, non-student University employees should serve as drivers for Team Travel.
   b. Drivers must be in possession of a valid United States driver’s license and must have had a valid driver’s license for at least two (2) years prior.
   c. Notwithstanding any other University policy, the University reserves the right to deem any individual ineligible to drive under this Team Travel Policy based on driving conduct during past Team Travel, suspension or revocation of a driver’s license or privilege, any charge of driving under the influence or reckless driving, a motor vehicle accident, or any other circumstance in the University’s sole discretion.
   d. Drivers must authorize the University to obtain a copy of their driving record from the Bureau of Motor Vehicles (or similar agency in any state) for review upon request.
   e. Any individual who operates a commercial motor vehicle as defined by the Department of Transportation, including vehicles transporting over 16 passengers, large trucks, and vehicles with a trailer (such as a trailer used to transport crew shells), must receive special training from Transportation Services and must comply in all respects with the University’s Commercial Motor Vehicle Policy.

2. Safe Driving Course (provided by the University’s Transportation Services Department)
   a. Student drivers must complete the course prior to driving under this policy and annually thereafter.
   b. Non-student University employee (or volunteer) drivers must complete the course prior to driving under this policy and every three (3) years thereafter.
   c. The University in its sole discretion may require any driver to take enhanced or additional safe driving courses.

Rules of Operation for Drivers/Passengers

1. Drugs and Alcohol: Drivers must not drive if under the influence of any alcohol or illegal drugs, or any prescription or over-the-counter medications that cause drowsiness. No occupant of a vehicle engaged in Team Travel may smoke or use drugs or alcohol. No alcohol or illegal drugs are permitted inside any vehicle engaged in Team Travel.

2. Fatigue: Fatigue is one of the most common causes of traffic accidents. Accordingly, drivers must not drive if drowsy, and travelers should make every effort to have multiple approved drivers per vehicle, particularly for trips in excess of three (3) hours one-way. Student drivers on trips over three (3) hours in length may not drive more than three (3) consecutive hours. All travelers should take appropriate breaks to ensure that the driver is not fatigued, and a passenger must be awake at all times with the driver to assist with maps and directions.

3. Adherence to Law: Drivers must operate the vehicle in accordance with all state and federal laws, ordinances, and regulations, including those related to use of cellular telephones. Drivers must assume sole responsibility for any and all fines or traffic violations arising out of the operation of any vehicle during Team Travel.
4. **Seatbelts**: The number of passengers should never exceed the number of working seatbelts in the vehicle. All occupants of a vehicle must wear seatbelts.

5. **Safe Driving/Weather**: Drivers must use reasonable and safe driving practices at all times, including operation of the vehicle at speeds appropriate for the traffic, weather, and road conditions. Drivers must seek information about weather conditions impacting the trip, and driver has discretion at any time to stop driving or not to begin a trip based on weather conditions, including heavy rain, fog, ice and/or snowy conditions that limit visibility and the driver’s ability to safely operate the vehicle.

6. **Unauthorized Passengers**: Individuals engaged in Team Travel may not transport hitchhikers or other unauthorized passengers.

7. **Caravans**: Caravans are strongly discouraged. Any time multiple vehicles are being used, participants should schedule predetermined meeting points and communicate via cell phone instead of attempting to follow one another through traffic.

8. **Special Rule for Student Drivers**: Student drivers engaged in Team Travel shall not operate any form of ground transportation in a context in which the student is uncomfortable, which depending on the individual and the circumstances, may include but is not limited to major metropolitan areas, bad weather, unfamiliar roads, and unfamiliar vehicles. Student drivers engaged in Team Travel should not operate any form of ground transportation between the hours of 1 a.m. and 5 a.m. except in emergency situations.

**Duty to Report**

1. Drivers must immediately report all accidents, damages or violations incurred or caused while operating a University vehicle, or a personal, rental or other vehicle during Team Travel, to Risk Management and Safety and the local police. In addition, drivers must report accidents involving intercollegiate athletics travel and cheerleader travel to their Sport Administrator, and drivers must report accidents involving club sport travel to RecSports.

2. Drivers must immediately report all changes in status of their driving privileges or driver’s license (including expiration, suspension or revocation) to their Sport Administrator (for those engaged in Team Travel involving intercollegiate athletics and cheerleading) and to RecSports (for those engaged in Team Travel involving club sports).

**Vehicle Maintenance and Inspection**

1. The owner of a personal vehicle and the individual assigned responsibility for a dealer car shall be responsible for the maintenance of the vehicle according to manufacturer recommendations and for inspection prior to Team Travel. A minimum inspection shall include tire pressure, gas, warning lights, oil change, and working lights, signals, seatbelts and wiper blades.

2. The owner of a personal vehicle and the individual assigned responsibility for a dealer car shall be responsible for maintaining the car in accordance with any safety, registration, and environmental requirements or inspections in the state in which the car is registered.