



## Student Transportation Policies and Procedures

### Introduction

The safety of our students at Wilmington University is very important. With this in mind, Wilmington University has instituted the following policies and procedures for student travel. All travelers must abide by these procedures; the Student Code of Conduct found in the Student Handbook (located online at [www.wilmu.edu/studentlife/handbook](http://www.wilmu.edu/studentlife/handbook)) as well as all local, state and federal laws.

This document addresses the travel of Wilmington University student-athletes, student related academic (instructional) travel, and all other student travel. Section I of this document is focused upon non-athletic student travel; Section II addresses student-athletic travel; and Section III provides information about the forms necessary to be completed for student travel.

### I. Non-Athletic Types of Travel

Type of Travel	Distance	Mode of transportation	Forms required to be completed
Local	Up to 250 miles round trip	Personal vehicles permitted	Student Travel Approval Form must be completed by Trip Sponsor (Chaperone/Instructor)
Domestic	More than 250 miles round trip	Professional Carrier (Chartered bus, airline, train, etc.)	Emergency Contact Information; Permission, Assumption of Risk, Waiver Release; Health Form, Trip Itinerary Form
International	For additional information, please see <a href="https://wilmu.edu/faculty/resources/documents/acadaff_policy_procedure.pdf">https://wilmu.edu/faculty/resources/documents/acadaff_policy_procedure.pdf</a>		

### II. Student Athlete Travel

Travel by student-athletes must be approved through the Director of Athletics. The *Student Travel Approval Form* will only need to be completed for any overnight trips that are for non-conference games and must be submitted at least two weeks before the trip.

Student-athletes may be permitted to use their personal vehicles for local travel to University sponsored athletic related trips which include practices and contests at the discretion of the head coach. For any trip in which the University is providing transportation, student-athletes 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 sections III-V. All athletic travel must be booked through the Assistant Athletic Director.

### III. Student Travel Forms

Prior to all student 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
<b>Student Travel Approval</b>	Required for all student travel (athletic, student activity, student academic travel)	Academic Program Chair or, Director of Athletics or, Director of Student Life	Two weeks prior to student travel	<a href="#">Approval</a>
<b>Student Emergency Contact Information</b>	Required for domestic and international travelers	Designated trip organizer	One week prior to student travel	<a href="#">Contact</a>
<b>Permission Slip, Assumption of Risk, Waiver and Release Agreement</b>	Required for domestic and international travelers	Designated trip organizer	One week prior to student travel	<a href="#">Permission</a>
<b>Health Form and Consent to Receive Treatment</b>	Required for domestic and international travelers	Designated trip organizer	One week prior to student travel	<a href="#">Health</a>
<b>Trip Itinerary</b>	Completed by designated trip organizer	Academic Program Chair or, Director of Athletics or, Director of Student Life	Two weeks prior to student travel	<a href="#">Itinerary</a>

### IV. Use of Student Vehicles for Transportation on University Sponsored Trips

Students may be permitted to use their own private vehicles to drive to a University-sponsored event involving local travel. **Use of private vehicles beyond 250 miles must be approved ONLY by the appropriate University administrator.**

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:

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

Drivers must abide by all traffic laws, including but not limited to, wearing a seatbelt at all times. The number of travelers per vehicle may not exceed the total number of functional seat belts in the vehicle. In addition, drivers are not permitted to email, text, or otherwise use computers or other forms of technology. However, drivers are permitted to use a telephone but only in a hands-free mode subject to good judgment and safety precautions.

If choosing to drive, drivers assume all risks associated with driving and agree to hold Wilmington University harmless from any and all accidents or problems that may arise in the course of such travel. In the event a driver is involved in an accident in his/her personal vehicle, the driver is responsible for loss or damage to the vehicle and any bodily injury or property damage to others they may cause, and is expected to maintain appropriate insurance covering damage, liability, and medical costs.

Drivers will be responsible for all fuel, parking, and toll charges as well as any related fines or driving citations.

## **V. Guidelines for local travel**

- The instructor/group coordinator informs students in a timely manner of the location, the time and date of the trip.
- The instructor/group coordinator is not to be involved in the formation of any car pools.
- The instructor/group coordinator should not transport any students in his/her private or University automobile.
- The student is responsible for their own travel expenses.
- 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. Any and all illegal drug use is prohibited.

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

Students 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.

### *Air Transportation*

Air travel should be the most direct route, by coach class and at the lowest available fare provided that the fare does not result in (1) greater total cost due to increased costs for meals and/or lodging, or (2) undue hardship to the student. The student is expected to make his/her travel arrangements at the earliest possible date in order to take advantage of available discount fares. The student is responsible for complying with airline regulations concerning cancellation and for avoiding the penalties associated with them, unless the situation results from circumstances beyond the student's control (purchasing trip insurance is encouraged).

### *Miscellaneous Ground Transportation*

Trains and buses are acceptable means of transportation. In cases of long distances, time considerations are often restrictive. Travelers should use coach class unless pre-approved by the appropriate vice president or their designee.

Taxi, bus, and limo service should be given preference whenever available and economical. Taxi trips are acceptable when necessary to and from airports.

## **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:

- More than 6 points;
- Any major violations (DUI, reckless driving charges, driving with excessive speed, hit and run, driving with a suspended license, fleeing a police officer vehicular homicide, etc.);
- Two citations for a moving violation within the last 12 months;
- Two accidents within the last 12 months where driver was at fault or contributory;
- One accident where the driver was at fault or contributory and one moving violation within the last 12 months; OR

- Any citation for blood alcohol content within the last 12 months. Cases not yet resolved in the courts will be considered grounds for temporality 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:

- Delaware: <http://www.dmv.de.gov/>
- New Jersey: <http://www.state.nj.us/mvc/>
- Maryland: <http://www.mva.maryland.gov/>
- 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. However, drivers are permitted to use a telephone but only in a hands-free mode subject to good judgment and safety precautions.

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 travel. Medications that cause drowsiness should not be taken in the 12 hours prior to departure or during travel. Any and all illegal drug use is prohibited.

### **VIII. Emergency Information**

As stated in the above policies and procedures, copies of Emergency Contact Information sheets and Team Trip Itineraries (if applicable) will be kept by the appropriate personnel during all trips.

In the event of an emergency (any event requiring the services of police or emergency personnel), the chaperone must contact a person listed in Section A of the Student Emergency Contact Information Sheet immediately. Staff of the University shall not make any statements to the media in regards to the incident.

### **IX. Other Travel Information**

Twenty-four hours prior to departure for all overnight trips where the University is providing transportation, the chaperone must contact the Department of University Safety (New Castle 302-325-3333, Dover 302-233-3400 and Wilson Graduate Center 302-685-0313). The chaperone

must provide University Safety with trip details such as time of departure/arrival, destination, and a list of all cars that will be parked on campus (travelers must park in a designated area determined by the University Safety Department). A list should be provided to the department regarding each vehicle left on campus including the make/model, license plate state and number, and an emergency contact for the vehicle. This list will be used only in case of emergency.

For trips arriving back to campus after 10:00 PM, the chaperone should notify the University Safety department thirty minutes prior to arrival.

### **VIII. Appendix-Forms**

1. Student Travel Approval Form
2. Student Emergency Contact Information Sheet
3. Travel Permission Slip, Assumption of Risk, Waiver and Release Agreement
4. Health Form and Consent to Receive Treatment
5. Team/Student Group Trip Itinerary Form



**Wilmington University**  
***Student Travel Approval Form***

This form is to be completed and submitted **at least two weeks before** the trip to the appropriate University personnel:

<i>Type of Trip</i>	<i>Submit to:</i>
Academic Travel	Academic Program Chair
Athletic Travel	Director of Athletics
All Other Travel	Director of Student Life

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Student Group: \_\_\_\_\_

Date(s) of Travel: \_\_\_\_\_

Travel Destination/Location: \_\_\_\_\_

Description of Trip: \_\_\_\_\_

# of People Participating: \_\_\_\_\_ Approximate cost? \_\_\_\_\_

How will the trip be funded? \_\_\_\_\_

Name of person that will chaperone the trip: \_\_\_\_\_

Are there any people traveling who are **not** Wilmington University staff members or students?

NO     Not applicable     YES (If "YES", explain): \_\_\_\_\_

Method of Transportation:

Chartered Bus     Airline     Rented Vehicles     Student Vehicles     Not applicable

Lodging (List names, addresses, and phone #): \_\_\_\_\_

\_\_\_\_\_  
Print Chaperone's Name Date

\_\_\_\_\_  
*Chaperone's Signature* Date

Approved                       No Approved:

\_\_\_\_\_  
*Administrator's Signature* Date

List any conditions of approval: \_\_\_\_\_



**Wilmington University**  
***Student Emergency Contact Information Sheet***

***This form must be completed no earlier than 36 hours before each trip.***

A copy of this form should be left with the designated person that approved the trip (i.e. Director of Athletics, or Director of Student Life, or appropriate Academic Program Chair). The chaperone should also bring a copy of this form with them on the trip.

Student Group Name: \_\_\_\_\_ Date of trip: \_\_\_\_\_

Chaperone's Name: \_\_\_\_\_ Cell #: \_\_\_\_\_

Traveling to: \_\_\_\_\_ Departure time: \_\_\_\_\_

Expected time of return to Wilmington University: \_\_\_\_\_

**SECTION A**

***In the case of an emergency, the following University personnel must be contacted***

Name	Title	Emergency Contact #	Emergency Contact #

**SECTION B**

***The following individuals will be traveling on this trip:***

Traveler's Name	Emergency Contact/Relationship	Emergency Contact #	Emergency Contact #



**Wilmington University**  
***Travel Permission Slip, Assumption of Risk, Waiver and Release Agreement***  
**REQUIRED FOR DOMESTIC & INTERNATIONAL TRAVELERS**  
Form shall be submitted to the proper staff member 48 hours prior to departure.

Name of Trip: \_\_\_\_\_

Date(s) of Trip: \_\_\_\_\_

Trip Description: \_\_\_\_\_

Mode of Transportation: \_\_\_\_\_

In consideration of being allowed to participate in the Wilmington University sponsored trip listed above on the above listed dates, I understand that with this trip there are risks involved both known and unknown including the potential for significant injury or death. In consideration of this, I specifically release and forever discharge Wilmington University staff and its trustees from any and all liability claims for an injury, illness, death or loss of or damage to property which I or my child suffers while participating in the above activity, to the fullest extent permitted by law.

In signing this document, I fully recognize that if injury, death or damage occurs to me or my child or his/her property while he/she is participating in the above activity, I will have no right to make a claim or file a lawsuit against Wilmington University staff or its trustees.

I have carefully read this agreement and understand its contents. I am aware that this is an assumption of risk, waiver and a release of liability and I sign it voluntarily.

Participant's Name (Print): \_\_\_\_\_

Participant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian's Name (Print): \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(Required for Participants Under 18)*



**Wilmington University**  
***Health Form and Consent to Receive Treatment***  
**REQUIRED FOR DOMESTIC & INTERNATIONAL TRAVELERS**

Participant's Name \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Other Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

***Insurance Information:***

Insurance Carrier: \_\_\_\_\_ Carrier's Phone #: \_\_\_\_\_

Policy #: \_\_\_\_\_ Group #: \_\_\_\_\_

***Medical Information:***

Family Doctor: \_\_\_\_\_ Phone #: \_\_\_\_\_

Allergies?: \_\_\_\_\_

Medications: \_\_\_\_\_

Medical Conditions: \_\_\_\_\_

I, \_\_\_\_\_ give the staff of Wilmington University permission to assess any accident, illness, or injury that may occur to me/ my child while participating in activities/ trips. I also give them permission to seek medical treatment for me/my child if their assessment of the situation deems medical treatment is necessary. I also give any medical personnel permission to treat me/ my child as they deem necessary.

Participant's Name (Print): \_\_\_\_\_

Participant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian's Name (Print): \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(Required for Participants Under 18)*



**Wilmington University**  
***Team/Student Group Trip Itinerary Form***

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

<i>Type of Trip</i>	<i>Submit to:</i>
Academic Travel	Academic Program Chair
Athletic Travel	Director of Athletics
All Other Travel	Director of Student Life

Student Group: \_\_\_\_\_ Date of departure: \_\_\_\_\_

Time of departure from Wilmington University: \_\_\_\_\_

How will the team be traveling?  Charter bus  Airplane  Other \_\_\_\_\_

If flying, from which airport will you be departing: \_\_\_\_\_

Is the team taking a charter bus to the airport? If not, how will team members get to the airport? \_\_\_\_\_

Name of airline carrier: \_\_\_\_\_

**PLEASE ATTACH TRAVEL ITINERARY & COPY OF HOTEL RESERVATION.**

**ATTACH COPIES OF ROOM LISTS FOR ALL HOTELS.**

*Per University policy, you may only put up to 3 students in one room. Up to four students may be permitted to be in a room provided the students are in agreement to this arrangement and documentation is provided to the appropriate administrator prior to the trip.*

Did the students receive meal money for the trip?        Yes        No

How much meal money did each student receive? \_\_\_\_\_

List all tournaments, games, or activities in which the group will be participating.

Date	Game or Tournament/ Activity	Site

Date of arrival back to Wilmington University: \_\_\_\_\_

Estimated time of arrival back to Wilmington University: \_\_\_\_\_