

Travel Policies for University Sponsored Events Involving the Transporting of Students

These policies are designed to make all students travel as safe as possible and apply to all University sponsored travel involving students.

The following policies are designated therefore for those trips where University or rented vehicles are used.

1. The driver is responsible to ensure all passengers are wearing seatbelts before the vehicle is moving.
2. Drivers must be Lewis University employees or approved as a designated driver by the University and at least 21 years of age. The only exception to this is listed in item 3.
3. Undergraduate students are allowed to drive provided they meet ALL of the following criteria. Undergraduate students may drive on University sponsored and approved trips authorized in writing by the Senior Vice President for Student Services, provided that:
 - a. A copy of a valid Drivers License is on file.
 - b. A copy of their Insurance verification is on file.
 - c. The student has taken the driver training course or viewed the training video.
 - d. Whenever possible, a member of the Lewis University faculty/staff or a University approved chaperone must be present in the vehicle at all times the student is driving. If a University staff/faculty/chaperone cannot be present, the reason for this must be submitted in writing to the Senior Vice President of Student Services prior to use of the vehicle.
 - e. He/she is 20 years old or at least third year status at Lewis University, with the stipulation that only a University vehicle is operated.
 - f. It is important to note that #14 of this policy must be adhered to for all trips.
 - g. Trips where undergraduate students are allowed to drive must not exceed 1000 miles roundtrip.
 - h. They have signed a waiver to allow the University to conduct a motor vehicle record check, and this check may present reason for the University to disqualify this student as a driver.
4. For students/faculty/staff driving a rented vehicle, the following conditions must be met:
 - a. Any student/staff driving a rented vehicle must be 21 years of age or older.
 - b. Students/staff/faculty from ages 21-24 may drive a full-size car, minivan or compact SUV.
 - c. Students/staff/faculty ages 25 and up can drive any class of car as well as vans up to 15 passengers.
5. Student athletes are prohibited from driving team vehicles.
6. Graduate students, who are employed by the University, are allowed to drive provided they are 21 or over.
7. Driving is prohibited between the hours of 11:30pm and 5:30am.

8. For Athletic team travels, they will be required to stay overnight when the team cannot safely return to the University by 11:30pm.
9. Travel to and from the visiting site is prohibited in inclement weather conditions as defined by the State Police or National Weather Service. Coaches/drivers should always check weather conditions before travel occurs.
10. Every attempt will be made to avoid using 15-passenger vans. However, if they are used, they may not be driven on trips exceeding 100 miles round trip. A maximum of 10 passengers are allowed in 15-passenger vans.
11. For 12-passenger vans, the maximum number of travelers is 10. For 10-passenger vans, the maximum number is 8. There are no mile restrictions for 10 and 12 passenger vans.
12. Drivers must not exceed established speed limits during their travel.
13. All rules of the road must be followed at all times; especially as it relates to cell phone usage, texting, etc. while driving.
14. On trips of four (4) hours or longer where a University employee/approved driver is driving, a rest stop must be taken at least every 90-minutes.
15. These policies will also be in effect for rental vehicles for any team travels where travel to and from games is required i.e. spring break, southern trips, tournaments or other extended trips.
16. The driver must have completed any driving training course/seminar required by the University.
17. All drivers must have a valid driver's license and valid insurance verification.
18. On trips where a faculty/staff member transports students in his/her own car or a personally rented car to a University sponsored event, should there be an insurance claim of any kind, the primary claim goes to the driver's insurance company. This does not apply to University personnel (i.e., coaches and club coaches) driving students/teams in vehicles rented by the University.
19. All drivers must have signed a waiver allowing the University to conduct a motor vehicle record check; and this check may present reason for the University to disqualify the driver.
20. Every effort should be made to provide transportation for school events in school owned vehicles. The University should not plan a University sponsored event where we would be asking students to drive their own vehicle. We should either provide a University vehicle, rent a vehicle or contract a motor coach.
21. Any exceptions to any of the above policies must be approved by the appropriate Vice President in writing.
22. These policies will be reviewed every two (2) years or as necessary.