

Arizona State University

SPORT CLUB TRAVEL GUIDE

This guide was created for sport club members to understand the expectations, rights and responsibilities while minimizing the inherent risks that is associated with traveling. The guide also serves as a reminder of applicable policies and procedures to follow when traveling on university related business, and is not all inclusive since various situations may arise that are not covered in this guide and appropriate judgment and discretion must be used.

What do you need to DO before you leave?

- Before submitting the **Travel Authorization Form**, the club officers should have a game plan for the trip. This includes, determining if a personal or rental vehicle will be used for the transportation, hotel stay (if needed), who is paying for gas, and all other items associated with planning a trip.
- A **Travel Authorization Form** (1st two pages of form) shall be submitted to the Sport Club Info Desk no later than one (1) week prior to the start travel date. All areas must be completed for the form to be accepted. This form should include purpose, dates of travel, destination, team lodging, ground transportation, justification of travel, and travel roster. Meal Money Form is not needed because we will not reimburse for food.
- ALL club members that plan to travel; have to be an official member of the Sport Club program and should have a **Travel-Release, Indemnity, Assumption of Risk and Consent to Medical Treatment Form** on file with the club.
- ALL drivers must submit an **Authorized Driver Form** to Campus Recreation. These will be on file for one year.

What needs to go with you?

- This travel guide ☺
- Emergency contact information for each club member
- Travel-Release, Indemnity, Assumption of Risk and Consent to Medical Treatment Form for each club member (highly encouraged)
- First Aid Kit and Flashlight
- Cell Phones
- Credit Cards (for gas or emergencies)
- Maps of your route, accommodations, etc...

What are my options for modes of transportation?

- **Renting a vehicle**
 - Travelers renting a vehicle must attend defensive driver training within 3 years prior to vehicle rental. Per University policy, "Individuals who operate a state or other university-owned and non-university-owned, leased, or rented vehicle on state business must attend a defensive driver training program approved by Environmental Health & Safety (EH&S) as identified in this policy and wear seat belts in all vehicles that make them available." <http://www.asu.edu/aad/manuals/ehs/ehs119.html> Information about defensive driving training options is available at http://uabf.asu.edu/ehs_defensive_driving_training
- **Chartering a Bus**
 - Whenever possible, student organizations should use chartered bus/van service for transportation. ASU has contracts for group transportation with 5 different companies. Contact information can be found at the following website: http://uabf.asu.edu/buying_sunmart_bus
- **Use of Personal Vehicle**
 - Students are discouraged from using personal vehicles for organization-related travel. When a personal vehicle must be used for organization travel, the driver assumes all liability associated with the trip. Drivers and all passengers should follow the following guidelines when using personal vehicles:
 - Drivers and all passengers are expected to follow University policy and all federal, state, and local laws and posted signs.
 - Drivers must have a valid operator's license and be trained as required by law.
 - Drivers must possess adequate auto insurance as required by law.
 - Drivers must possess current vehicle registration.
 - Drivers should take care to assess the safety of the vehicle they are driving.
- **12 and 15 passenger Vans**
 - Due to safety concerns, organizations should note the **use of large passenger vans defined as 12 and 15 passengers vans is prohibited at Arizona State University**. Student Organizations and Student Groups are not permitted to purchase, lease, rent or transport passengers in 12 and 15 passenger vans.

What about safe driving practices?

- If personal vehicle are used, the drivers' personal automobile insurance will be primarily responsible for any liability that occurs. The driver is responsible for all persons in the vehicle.

- NEVER exceed the load rating or seating capacity of the vehicle that is being driven. Although it may save a little bit of money it increases the likelihood of an accident and severe injury or even death.
- Drivers of rental vehicles will be required to take Defensive Driving through the University prior to the trip, if they plan to be reimbursed through SCA.
- Drivers shall obey ALL traffic laws and regulations, and adhere to the posted speed limit at all times.
- Do not consume, possess, or transport alcoholic beverages, illegal drugs, unauthorized firearms or other types of weapons.
- Seat belts or other approved safety restraint devices required by law must be worn by all travelers while the vehicle is being operated. The number of passengers in the vehicle must not exceed the number of available seat belts at any time.
- Drivers are responsible for determining that no objects in the vehicle obstruct front, rear or side views.

The following regulations concerning the balance of driving, sleeping and breaks should be followed:

- For every four (4) hours of driving, drivers should take a minimum of a twenty (20) minute break from operation of the vehicle.
- In ALL vehicles, alternate drivers should be provided for trips expected to take more than eight (8) hours.
- In ALL vehicles, a single driver should NOT drive for more than eight (8) hours in any twenty-four (24) hour period.
- The front passenger (Navigator) in any vehicle should remain awake at all times the vehicle is in motion to ensure that the driver remains alert.
- ALL passengers should help keep drivers alert and watch for signs of drowsiness.
- Drivers should not consume excessive amounts of caffeine to remain awake for driving purposes. *It is better to stay overnight, or pull into a public rest area to rest for several hours rather than risk becoming involved in an accident which could cause serious injury or death to yourself or team members to get back to campus.*
- Driving between the hours of 12:00 a.m. (midnight) and 6:00 a.m. is strongly discouraged except in an emergency situation.

How should my club members act on a trip?

- Below please find a suggested template of an agreement a student organization may ask its members to complete for travel.

Arizona State University
Name of Sport Club

I, _____, hereby agree to fulfill all of the below listed, as a
(student delegate prints name here)
delegate to the *name of event in location of event, date of event.*

1. I realize I am a representative of Arizona State University, and I have been chosen by my organization to represent it and its interests. As such a representative, I understand any actions I take at *name of event* will positively or negatively affect peoples’ opinions about Arizona State University and my organization.
2. As a delegate, I will engage in responsible and mature behaviors. Intoxication, use of illegal substances and disruptive, abusive or inappropriate actions—that may result in breaking of conference, site and/or University policies—are not responsible behavior. I understand I may be dismissed from the *name of sport club*, should I demonstrate such actions.
3. If I am dismissed, then I realize I am responsible for the arrangement and costs of my return to Arizona State University. Moreover, I agree to reimburse all travel costs (provided to me by my organization) to *name of sport club*.

Delegate Signature: _____ Date: _____

President Signature: _____ Date: _____

What if my vehicle breaks down?

- If a rental vehicle breaks down, contact the vendors’ roadside assistance phone number for assistance.
- If a personal vehicle breaks down, the owner/driver of the vehicle is responsible and should have some type of roadside assistance coverage either through the vehicle manufacturer, AAA or personal insurance or for older vehicles through AAA or personal insurance.

What if we get into an accident?

- Check for injuries to anyone in the vehicle.
- Contact local law enforcement or 911.
- If the vehicle is impeding the flow of traffic, move the vehicle to the side of the road (if possible).
- If there are injuries, communicate the nature of any and all injuries to emergency personnel.

- If any other persons or vehicles are involved, exchange vital information such as driver's license numbers and phone numbers. **WAIT FOR LAW ENFORCEMENT TO ARRIVE.**
- **DO NOT** discuss details of the accident with any other party involved.
- Regardless of the seriousness, have law enforcement complete a report on the accident and request a copy of the report.
- If using a rental vehicle, contact the vendor (Rental Company) at the number they have provided.
- If using a personal vehicle, driver should contact his/her personal insurance company.
- If the accident is serious (injuries or vehicle is not drivable), contact a staff member immediately after contacting Emergency Medical Services (EMS) – staff phone numbers are listed below.

What if someone is seriously injured?

- If an injury occurs while competing, seek assistance from the appropriate facility supervisor or field manager where competing.
- If EMS is needed, notify the home facility game management staff or make the call yourself.
- One club member should gather the injured persons personal belongings, as well as copies of medical information (health history, insurance information, parent contact information, etc.) to provide the hospital or medical provider, and accompany the injured club member to receive medical treatment.
- Once at the medical facility contact the Assistant Director of Sports Clubs (Phone Number(s) at bottom of page).
- A person needs to stay with the individual while at the hospital.
- ALL injuries (competition or vehicle accidents) should be treated in the same manner.

How do I get reimbursed for our trip?

- All travel reimbursement must be approved by the SCA allocations committee.
- A **Travel Reimbursement Form** must be completed and submitted one week prior to travel. Once travel is completed, the **Travel Expense Claim Form** must be completed and submitted no later than 7 days after the travel is completed. Failure to properly fill out the form will result in no reimbursement for the travel.
- For all travel reimbursements, ASU will only reimburse the travel officer or treasurer. They will need to be the one that fills out the travel forms. They must have a **Substitute W9** form on record with campus recreation.
- A traveling roster must be included with the travel authorization form.
- Travel reimbursement must be made to ASU students, faculty and/or staff **ONLY**.
- The travel authorization and claim forms can only be used for one trip. Each trip must be submitted on separate reimbursement forms.
- Original receipts must be used as often as possible. If you cannot submit the original receipt, you must attach a memo explaining why copies and/or faxed copies have been submitted.
- No alcohol or food can be reimbursed.
- Receipt totals must be legible and able to be read.
- Hotel receipts must be detailed receipts.
- If reimbursing event registration, provide a copy of event information.
- If reimbursing for car rental-need proof of defensive driving class completion.
- If reimbursing multiple drivers for gas-need proof of their completion of defensive driving course.
- Only gasoline receipts for the actual dates of travel will be reimbursed, mileage will not be reimbursed. Personal vehicle travel may be reimbursed provided the driver is transporting club members.
- Reimbursements will only be made for club related travel. (e.g. A club is traveling to a members home town to compete, and the driver has club members travel with him/her to the site but decides to stay home and visit family for the weekend and does not return to campus with the club members, only on half of the travel will be reimbursed).
- Reimbursements will not be made to any driver or passenger that has not completed the appropriate paperwork (e.g. Driver Authorization Form, proof of completion of Defensive Driver class).
- The Sport Club Professional Staff reserves the right to deny any expense reimbursement or payment for services for club members, coaches, volunteers, etc. that is not authorized.

Emergency Phone Numbers

Chad Ellsworth, Assistant Director of Sport Club & Intramurals, 480-965-3289 (office), 480-226-6195 (cell)

Tara Yesenski, Sport Club Coordinator, 480-965-5639 (office)

Doug Ewing, Associate Director, 480-965-8911 (office), 480-620-6629 (cell)

Julie Kipper, Associate Director, 480-965-5836 (office), 602-370-2183 (cell)