



Student Transportation Policies and Procedures

Introduction

The safety of our students at Wilmington University is very important. Statistics have shown that travel by student groups can pose risks. With this in mind, Wilmington University has instituted the following policies and procedures for student group travel. All student groups must abide by these procedures.

I. Student Trip/Activity Travel Approval

Student groups must go through the following procedures when planning any trip while representing Wilmington University.

Non-athlete student groups who wish to take a trip must first complete the *Student Travel Trip Approval Form*. The form is available from the Director of Student Life. This form includes general trip information (date(s), destination, and distance round-trip), the preferred mode of transportation, hotel names and contact information, names of University staff who will be supervising the trip, and a description of how the trip will be funded. This form must be turned into the Director of Student Life for approval. No trips may be scheduled before they have been approved by the Director of Student Life.

Travel by student-athletes must be approved through the Assistant Vice President and Athletic Director. The *Student Travel Trip Approval Form* will only need to be completed for any overnight trips that are for non-conference games.

All groups (general student organizations and athletics) must show that they have the funds in place to take the requested trip.

In cases of inclement weather, the Director of Student Life has the final authority to cancel any general student trips, and the Assistant Vice President and Athletic Director has the final authority to cancel any student-athlete trips.

II. Policies and Procedures for Road Travel with Chartered Bus Companies and Air Travel by National Airlines

All student travel must use a chartered bus for group travel for any trip under 6 hours from the New Castle Campus. Student groups must use a national airline for any travel that is over 6 hours from the New Castle Campus.

Student groups shall book their travel through the Director of Student Life. All athletic travel shall be booked through the Assistant Grounds/Associate Athletic Director

Once the company has been booked, a copy of their insurance information will be requested and kept on file in the proper office.

Prior to departure, all student organizations shall complete the following forms:

1. *Team/Student Group Trip Itinerary Form;*
2. *Student Emergency Contact Information Sheet;*
3. *Travel Permission Slip* (for any traveler under 18);
4. *Health Form and Consent to Receive Treatment* (for any traveler under 18).

For student groups, these forms will be kept on file in Office of the Director of Student Life; the Assistant Vice President and Athletic Director will keep the forms for all student-athlete travel. In addition, copies of the Emergency Contact forms will also be given to the Bevins Title Assistant to the Vice President of Student Affairs (for student groups) and the Athletic Director (for athletic trips). They will keep these forms in case of any unforeseen emergency.

The transportation companies used for each trip will be given a list of emergency contact information. For student groups, the list will include contact information for the Director of Student Life, the Assistant to the Vice President of Student Affairs and Dean of Students and the Vice President of Student Affairs. For athletic trips, the list will include contact information for the Assistant Vice President and Athletic Director, Associate Athletics Director/ Compliance Coordinator, Assistant to the Vice President Student Affairs and Alumni Relations & Coordinator of Special Projects, and the Vice President of Student Affairs. The transportation companies will be instructed to contact these people IMMEDIATELY in case of any catastrophe.

III. Use of Rented Vehicles While on University Trips

In some cases, teams or groups may need to rent vehicles for University trips once they have reached their destination. 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. In addition, the driver must have at least two years of driving experience. Prior to Driving a rented vehicle, the University **MUST** have on file a copy of the person's driver's license and driving record. Individuals must have a good driving record. Driving records may not contain the following:

1. More than 6 points;
2. Any major violations (DUI, reckless driving charges, driving with a suspended license, fleeing a police officer, etc.); and
3. Any chargeable accidents within the last 24 months.

When driving rented vehicles, the driver may not drive over 200 miles (or more than 4 hours) without stopping.

No Vehicles may be rented that are larger than a "15 passenger van". In addition, the following occupancy standards apply:

1. In vehicles listed as 15 passengers, no more than 10 passengers are permitted.
2. In vehicles listed as 12 passengers, no more than 8 passengers are permitted.
3. In mini-vans or full-size SUV's, more than 5 passengers are permitted.

The driver and all occupants in the vehicle must wear safety belts at all times. All equipment must be stored properly and not loose. The driver must obey all posted speed limits.

IV. Emergency/ Catastrophe Information

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

Depending on the nature of the catastrophe, the transportation company, chaperone/ head coach and/or athletic trainer must contact a person listed on the emergency contact sheet (Assistant Vice President and Athletic Director or Director of Student Life, Assistant to the Vice President Student Affairs and Alumni Relations & Coordinator of Special Projects or Associate Athletic Director/ Compliance Officer, and Vice President of Student Affairs) immediately.

Upon notification of the incident, the person who is notified will contact the Vice President of Student Affairs. The Vice President will notify the President of Wilmington University. Any media questions will be referred to the Assistant Vice President for University Relations. Staff of the University shall not make any statements to the media in regard to the incident.

A decision to visit the accident site will be made by the President, Vice President of Student Affairs, and the Director of Student Life or Assistant Vice President and Athletic Director (as appropriate).

The Assistant to the Vice President Student Affairs and Alumni Relations & Coordinator of Special Projects and the Associate Athletic Director/ Compliance Officer and other appointed staff members will contact all student emergency contacts and inform them of the situation as known at that time.

V. Use of Student Vehicles for Transportation on University Sponsored Trips

In isolated cases, students may be permitted to use their own private vehicles to drive to a University-sponsored event within 5 miles of the New Castle Campus. In these circumstances, the advisor for the group must complete a Wilmington University Trip Approval Form. **Use of student vehicles will be approved ONLY by the Vice President of Student Affairs.**

Once the trip has been approved, students who wish to drive on the trip must submit the *Private Vehicle Use Form* and the following will need to be provided:

1. Copy of Driver's License
2. Copy of liability insurance;
3. Copy of driving record. (Available at the Department of Motor Vehicles). Individuals must have a good driving record. Driving records may not contain the following:
 - a. More than 6 points;
 - b. Any major violations (DUI, reckless driving charges, driving with a suspended license, fleeing a police officer, etc.); and
 - c. Any chargeable accidents within the last 24 months.
4. Statement signed by the student with the understanding that he/ she is liable for any injuries sustained by passengers in the vehicle.
5. A list of all passengers in the vehicle. Student drivers are limited to three passengers traveling in their cars on University-sponsored trips.

Students who wish to drive shall not use alcohol 8 hours prior to departure.

VI. Appendix-Forms

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



*Wilmington University
Student Travel Trip Approval Form*

THIS FORM MUST BE COMPLETED TWO WEEKS BEFORE A TRIP MAY BE SCHEDULED

Team/ Student Group: _____

Coach/ Advisor: _____

Travel Destination: _____

Purpose of Trip: _____

Number of People Traveling: _____

Are there any people traveling who are not Wilmington University staff members or students? NO YES (If "YES", explain)

Preferred Method of Transportation: Chartered Bus Airline

Rented Vehicles Student Vehicles

Event Dates: _____

Travel Dates: _____

Lodging (List names, addresses and phone numbers)

(OVER)

How will the trip be funded? _____

Head Coach/ Advisor Signature

Date

Office Use Only

Approved Signature

Date

List any conditions of approval:



**Wilmington University
Private Vehicle Use Form**

This form must be completed and submitted to the Vice President of Student Affairs with all required documentation one week prior to scheduled departure.

I _____ have volunteered the use of my private vehicle to transport Wilmington University students to _____ on _____.

In the event of an accident, I am fully aware that the private insurance on this vehicle will be the primary insurance named for any claims made as a result of the accident. If I am not the owner of the vehicle and the insurance policy, I have notified the owner of the intended use and liability.

I understand that I must submit a copy of my driver's license, liability insurance and driving record with this form. I verify that I have a good driving record that does not have more than six points, any major violations or any chargeable accidents within the last 24 months.

I also understand that I may only travel with a maximum of three passengers in my vehicle.

I will not use alcohol 8 hours prior to departure.

I have read, understand and agreed to the statements above.

Print Student Name

Student Signature

Date

(OVER)

List of Passengers in Vehicle:

Name	Status (Student, family member, etc.)	Minor? Yes or No	Emergency Contact Number

For Office Use Only

Copy of Driver's License Received? Yes No

Copy of driving record received? Yes No

Number of points _____

Major violations? Yes No

If yes, please list dates and description: _____

Chargeable accidents in last 24 months? Yes No

Approved Yes No

Signature of Vice President of Student Affairs

Date



*Wilmington University
Student Emergency Contact Information Sheet*

This form must be completed no earlier than 36 hours before each trip. Copies should be turned into either the Assistant Vice President and Athletic Director or Director of Student Life IMMEDIATELY.

Team Name: _____

Date of Trip: _____

Traveling To: _____

Departure Time: _____

Expected Time of Return to Wilmington University: _____

Traveler Name	Emergency Contact/ Relationship	Emergency Contact #	Emergency Contact #

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Traveler Name	Emergency Contact/ Relationship	Emergency Contact#	Emergency Contact#



Wilmington University
Travel Permission Slip, Assumption of Risk, Waiver and Release Agreement

- TO BE COMPLETED FOR ALL MINORS TRAVELING ON A WILMINGTON UNIVERSITY SPONSORED TRIP OR ACTIVITY.
- 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: _____

I, _____ parent/guardian of _____ give my child permission 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, In consideration of this, I specifically release and forever discharge Wilmington University and its staff from any and all liability claims for an injury, illness, death or loss of or damage to property which my child suffers while participating in the above activity.

In signing this document, I fully recognize that if injury, death or damage occurs to 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 or its staff

I have carefully read this agreement and understand its contents. I aware this is an assumption of risk, waiver and a release of liability and I sign it voluntarily. I also understand that this is a permission slip for my child to participate in all of the above activities.

Parent/ Guardian's Signature: _____ Date: _____

Child/ Participant's Signature: _____ Date: _____



Wilmington University
Health Form and Consent to Receive Treatment

Participant's Name _____

FIRST

MI

LAST

Date of Birth: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____

Name of Parent/ Guardian: _____

Cell Phone: _____ Work Phone: _____

Other Emergency

Contact: _____ Relationship: _____

Cell Phone: _____ Work Phone: _____

Insurance Information: Insurance Carrier: _____

Policy #: _____ Group #: _____

Phone Number of Carrier: _____

Physical Information: Family Doctor: _____ Phone #: _____

Allergies?: _____

Medications: _____

Medical Conditions: _____

I, _____ Parent/ Guardian of _____ give the staff of Wilmington University permission to assess any accident, illness, or injury that may occur to my child while participating in activities/ trips. I also give them permission to seek medical treatment for my child if their assessment of the situation deems medical treatment is necessary. I understand that I will be contacted and notified of any treatment as soon as the situation allows.

Parent/ Guardian Signature: _____ Date: _____

Child/ Participant's Signature: _____ Date: _____



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

This form is to be completed and submitted by the head coach to the Assistant Vice President and Athletic Director or Director of Student Life **one week prior to the departure date.**

Team: _____ **Date of departure:** _____

Time of departure from Wilmington University: _____

How will the team be traveling? **Charter bus** **Airplane**

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: _____

Flight Information (include all departure and arrival times and airports, including connecting flights):

Departing Airport:	Time of Departure:	Arrival Airport:	Time of Arrival:
Departing Airport:	Time of Departure:	Arrival Airport:	Time of Arrival:
Departure Airport:	Time of Departure:	Arrival Airport:	Time of Arrival:
Departure Airport:	Time of Departure:	Arrival Airport:	Time of Arrival:

Please list all hotels in which the team is staying as well as the phone numbers at each hotel.

Name of Hotel	Phone Number	Date Arriving	Date Departing

ATTACH COPIES OF ROOM LISTS FOR ALL HOTELS.

Per University policy, you may only put up to 3 teammates in one room.

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

How much meal money did each student receive? _____

List all tournaments or games in which the team will be participating.

Date	Game or Tournament	Site

Date of arrival back to Wilmington University: _____

Estimated time of arrival back to Wilmington University: _____

Contact phone numbers for coaches traveling with the team:

Coach/Staff Member Name	Coach/ Staff Member Phone Number