

TRAVEL

At times, student organizations may engage in activities which involve travel. When it comes to travel, communication and organized records are essential. No student organization should engage in any coordinated travel without first notifying the Advisor. Prior to travel, the advisor and/or trip leaders are required to read the Indiana Tech Driver and Vehicle Use Policy.

DEFINITION OF UNIVERSITY TRAVEL

All student organizations must comply with the requirements for travel. Travel is considered University travel if any one of the following conditions are met:

- The University or student organization pays for any part of the event, through an institution or organization account or collection of funds from individual members.
- There is reimbursement for expenses, food, registration fees, etc.
- The organization and University names are advertised or used in any way
- The University or organization is represented at the event in an official capacity.
- Attendance of the members (regardless of how many there are) present at the event is based on their organizational affiliation rather than individual initiative.

TRAVEL PARTICIPANT BEHAVIOR

All Trip Participants should represent Indiana Tech appropriately at all times and act as active, helpful participants for the duration of the trip. All participants are required to engage in the planned activities of the trip. Participants in activities involving student travel are responsible for their own behavior and any resulting consequences. The University shall not be liable for any loss, damage, injury or other consequence resulting from a participant's failure to comply with University rules and regulations, the direction of University employees, or applicable laws. While traveling, participants are bound by University policies, including the Student Code of Conduct as well as applicable laws.

MODES OF TRANSPORTATION

1. Personal vehicle – The use of personal vehicles for university travel is discouraged. Personal vehicles should only be used on a voluntary basis. Personal vehicles used for university travel must carry liability insurance, have current state registration, and be maintained according to manufacturer's standards.
2. Indiana Tech pool vehicle – Pool vehicles can be reserved by the organization advisor. Pool vehicle reservations are made through Outlook meeting requests. Pool vehicles are to be used for university business only. If a student is driving a pool vehicle, an advisor must be present in the vehicle/convoy. Personal use is not allowed.
3. Rental vehicle – Rental vehicles must be reserved through Concur or Enterprise. Drivers must be 21+ in order to drive a rental vehicle. In order to rent a vehicle, the driver must be on the Indiana Tech Approved Drivers list. Unauthorized drivers are not covered by Indiana Tech insurance and may not rent a vehicle for University travel. Drivers must be 23+ in order to drive a passenger van and must first complete a van safety driver training course as directed by the Risk Management Committee.
4. Chartered buses and air travel – If a trip distance is farther than 600 miles (one way), transportation must be outsourced.

ESSENTIAL TRAVEL PRACTICES

1. All drivers who are driving university owned vehicles must be on the Indiana Tech Approved Drivers List. This must be re-done every year for students. For advisors, this must be done every three years. In order to be an approved driver, you must submit the following to the buildings & grounds office:
 - Completed Driver Authorization form
 - Signed Indiana Tech Vehicle Driver Agreement (both of these forms are in the appendix, also available on Foresite, under the Business Tab, on the Travel Information link).
2. ALL drivers must have a Student Organizations Driver Agreement Form (available on Commons 803) on file in Student Life, along with a copy of their driver's license. If the individual is driving their personal vehicle, they are required to have current insurance coverage on their automobile.
3. Record the name & cell phone number of every person who is traveling on the Student Organization Travel Information Form. This form is available electronically on Commons 803 for your convenience. The organization leaders should take one copy with them and leave one copy at the school in the Office of Student Engagement.
4. If the organization is traveling more than 25 miles from campus, each student who is traveling with the group must complete a Travel Liability Waiver form (located on Commons 803) in addition to the above measure. These also should be left at the school in the Office of Student Engagement.
5. If a recognized student organization is traveling outside of the state of Indiana, then the Advisor must be present during that trip. If the Advisor cannot attend the trip, but students still wish to make that trip, then it will NOT be considered a student organization sanctioned trip and financial process cannot run through the organization's ledger account. If it is essential that that a trip be considered a student organization event, then the members will ensure it takes place during a time period that the Advisor can attend.
6. All travel must follow the guidelines and requirements laid out in the Indiana Tech Driver and Vehicle Use Policy.

GENERAL TRAVEL SAFETY GUIDELINES FOR CAR TRAVEL

- Follow all federal and state transportation rules and regulations, including posted speed limits.
- Use seat belts and other required safety restraint devices at all times when operating the vehicle.
- Never possess, consume, or transport alcoholic beverages or illegal substances.
- All drivers must have a valid driver's license and proof of insurance.
- Drivers should not drive more than 10 hours in a 24-hour period.
- Drivers should take a break at least every 4 hours.
- Check the condition of and safety of all vehicles (even if using a rental vehicle) before starting your trip.
- All vehicles should have driving directions, emergency telephone numbers, and the destination address.
- Develop an emergency action plan in case an accident occurs while traveling or an injury during a contest that requires hospitalization.
- Have a cell phone, but do not use it while operating a vehicle. In other words, do not text and drive.
- Only valid members, participants, and advisors in the vehicle during organization/club related travel.