

## CLUB SPORTS TRAVEL GUIDE

This guide is for club sport 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.

### **Trip Preparation**

- ❖ An Event shall be created and entered in Do Sports Easy website no later than four (4) weeks prior to the intended starting travel date to inform the office of the request to travel, who will be driving, who will be travelling and where the club members will be staying if an overnight stay is required. It shall be noted at this time if a vehicle rental is required.
- ❖ The travel list shall be completed in the Do Sports Easy Event Center no later than one (1) week prior to the intended starting travel date. This form will document all club members that will be traveling and drivers.
- ❖ ALL club members that plan to travel on the club event; must have completed their profile and been APPROVED in Do Sports Easy.
- ❖ IF a club member does not have medical insurance coverage, they should NOT be permitted to travel with the club.
- ❖ Determine if personal or rental vehicles will be used for the transportation of club members to and from the scheduled event.
- ❖ ALL drivers whether driving rental vehicles or members driving personal vehicles AND transporting other club members shall upload in Do Sports Easy website a copy of their driver's license and vehicle insurance paperwork.
- ❖ If personal vehicles 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. ***Number of seatbelts = number of passengers including driver.***
- ❖ Enterprise Rental Vehicle – If a rental minivan is required complete an email request to the Club Sports Director at least three (3) weeks prior to the requested rental date.
  - a. The email should include the following information:
    - How many vehicles? (7 passenger minivan)

- Full name of each driver (Must be an approved DSE driver)
- Trip destination (Example: Syracuse, New York)

b. Direct billing (through Recreation and Wellness Services) may be used when approved by the Procurement Office; however, clubs should be prepared to pay for the rental fees and seek reimbursement upon completion of the trip.

c. A minimum two-day (2) rental is required between Friday and Monday.

- Pick up time is minimum **one (1) hour** prior to closing
- For rentals that need to be picked up the day before due to early travel times, can be picked up **one (1) hour** prior to the Enterprise branch closing.
- Rentals picked up before or returned after the time indicated on the Rental Confirmation Form may incur additional fees (e.g., you may be charged an additional day rental fee).
- For any changes to the reservation, contact the Club Sports Director immediately, not Enterprise.

d. When picking up rental vehicles from Enterprise:

- Address: 1218 West Main Street, Kent, OH 44240, 330-677-4447
- **ALWAYS** purchase the Personal Accident Insurance (PAI) coverage.
- **DON'T** purchase "Optional Liability Limits" when rentals remain in the U.S.

e. "Pay by Plate Tolls" – Non-E-ZPass customers will pay toll roads through a photo capture of your license plate.

- Enterprise will send an additional invoices to Recreation and Wellness Services. This additional charge will be billed directly to your club account, separate from the rental charge

- ❖ Air Travel – all air travel should be scheduled with the assistance of the Club Sports Director to ensure that appropriate flights are scheduled, ground transportation is secured and that the clubs are utilizing the travel agency that the university has an exclusive agreement with. Direct billing may be used; however, clubs should be prepared to pay for the fees and seek reimbursement upon completion of the trip.
- ❖ Charter Bus – all charter bus services should be scheduled with the assistance of the Club Sports Director to ensure that all legal and contract language does not place an unnecessary burden upon the club or Kent State University; as well as receiving the best available and most reasonable rates, terms, and conditions. Charter bus service is an expense that may or may not be direct billed.
- ❖ Hotels – all hotel rooms should be reserved well in advance of the actual travel dates to ensure that the best pricing and availability is secured. Some organizations require that clubs only stay in authorized hotels that have a block placed by the sponsoring organization.
  - a. **DO NOT** use booking site. These sites should be used to compare prices only. Booking sites require upfront payment and often do not allow for refunds in the event your trip is cancelled. Contact the hotel directly and speak to a sales manager or general manager.
  - b. When reserving a hotel room or group of rooms, place the hotel in the groups' name (e.g., Kent State University Women's Club Volleyball) not in an individuals' name. You may add a contact person, but the billing should be in the groups' name. Placing the hotel in the name of the organization will aid in the tax removal from the final bill since Kent State University is a tax-exempt organization; however, local taxes may still apply, and some states do not observe tax exemption from other states. Copies of

the university's tax exemption form are available to take with you and provide to the hotel management.

- c. Club members should be prepared to pay for the fees and seek reimbursement upon completion of the trip; however, if submitted early enough, and through proper channels, a university purchasing card may be provided. How to utilize a university purchasing card:
- Communicate directly with the sales or general manager of the hotel.
  - Negotiate a price per room and have the hotel send a hotel agreement form and credit card authorization form.
  - Club manager signs the hotel agreement form and returns to the hotel. The Club Sports Director fills out the credit card authorization form and returns to the hotel on your behalf.
  - The credit card authorization form will cover room fees and taxes only. Incidentals and any other charges will be responsible by the club.
  - Prior to checking out and leaving the hotel have the front desk provide a detailed and itemized receipt of each room.
  - Hotel receipts should be submitted to the Club Sports Director within 48 hours of arrival to campus.

### **Driver Safety Policies**

- ❖ Drivers must have a reasonably clean driving record free from any type of OVI, DWI, DUI (or other impaired driving charges whether convicted or acquitted) as well should not have any type of Reckless Operation charges, convictions, or acquittals. The driver must not be under suspension or have had a suspension in the last five years.
- ❖ Drivers of personal vehicles transporting club members shall NOT drive for more than four (4) consecutive hours without taking a minimum twenty (20) minute safety break.
- ❖ Drivers of rental vehicles may not drive more than four (4) consecutive hours. At the four-hour mark or earlier, drivers are required to rotate to ensure driver and passenger safety.
- ❖ The following regulations concerning the balance of driving, sleeping and breaks should be followed:
  - a. For every four (4) hours of driving, drivers must take a minimum twenty (20) minute break from operation of the vehicle (stopping and exiting vehicle).
  - b. In all rental vehicles, a driver may not drive more than four (4) consecutive hours regardless of a twenty (20) minute break was taken. You must switch drivers. Drivers must take a four-hour break after driving for up to four hours.
  - c. In ALL vehicles, alternate drivers must be provided for trips expected to take more than eight (8) hours.
  - d. In ALL vehicles, a single driver may NOT drive for more than eight (8) hours in any twenty-four (24) hour period.
- ❖ The front passenger (Navigator) in any vehicle shall always remain awake while the vehicle is in motion to ensure the driver remains alert. This will allow the second or subsequent drivers to rest during travel.
- ❖ ALL passengers should help keep drivers alert and watch for signs of drowsiness.
- ❖ Drivers shall obey ALL traffic laws and regulations and always adhere to the posted speed limit.

- ❖ Drivers **SHALL NOT** consume excessive amounts of caffeine to remain awake for driving purposes. Drivers **SHALL NOT** consume, **AT ANY TIME**, while travelling in vehicles **ANY** type of **ENERGY DRINKS**. *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.*
- ❖ Seat belts or other approved safety restraint devices required by law must be worn by all travelers while the vehicle is being operated.
- ❖ Drivers are responsible for determining no objects in the vehicle obstruct front, rear, or side views.
- ❖ Driving between the hours of 12:00 a.m. (midnight) and 6:00 a.m. is strongly discouraged except in an emergency.

### **Vehicle Break Downs**

- ❖ If a rental vehicle breaks down, contact the vendors' roadside assistance phone number for assistance; and email a complete a report of the incident to the Club Sports Director within 24-hours of return to campus.
- ❖ If a university vehicle breaks down, follow the instructions listed in the vehicle; and email a complete a report of the incident to the Club Sports Director within 24-hours of return to campus
- ❖ 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.

### **Accidents**

- ❖ 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 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 a rental vehicle, contact the vendor (Rental Company) at the number they have provided.
- ❖ If a personal vehicle, driver should contact his/her/their personal insurance company.
- ❖ If the vehicle is a university vehicle, contact the Club Sports Director immediately when it is safe to do so. If the accident is serious (injuries or vehicle is not drivable), contact the Club Sports Director immediately after contacting Emergency Medical Services (EMS). If the Club Sports Director is not available call a different staff member –phone numbers are listed below.

### **Injuries**

- ❖ 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 Club Sports Director.
- ❖ ALL injuries (competition or vehicle accidents) should be treated in the same manner.

### **Reimbursements**

- ❖ All reimbursements (gas, food, and lodging) require an **itemized receipt** that will be initialed by the person seeking reimbursement. All reimbursements shall be completed and turned in to the Club Sports Director within seven days after returning from the event.
- ❖ Only gasoline receipts for the actual dates of travel will be reimbursed, mileage SHALL 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 member's hometown 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 half of the travel will be reimbursed). Reimbursements may not exceed the available club balance.
- ❖ An Expense Reimbursement Form must be completed for all reimbursement requests and attached receipts need to be submitted with the form. An Expense Reimbursement Form must be signed by the club manager – club managers' may not sign their own expense reimbursements.
- ❖ Reimbursements for \$75.00 or less may be made by petty cash, reimbursements for more than \$75.00 will be made by a university check.
- ❖ Reimbursements will not be made to any driver or passenger that has not completed the appropriate paperwork or been approved as a driver (e.g., Authorization for the Release of Information, Expense Reimbursement Form, etc.)
- ❖ The Club Sports Director 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**

#### **Jim Underwood**

Associate Director Ice Arena, Competitive Sports, Outdoor Facilities  
330-672-1138 (office), 330-221-5757 (cell)

#### **Greg Bailey**

Sr. Associate Director, Recreation and Wellness Services  
330-672-0463

#### **Kim Rufra**

Associate Dean of Student, Recreational and Wellness Services  
330-672-0464