



Sport Clubs Travel Policies

- A. Any member, coach, or volunteer driving during University Approved Travel must be a University Approved Driver. In order to become a University Approved Driver, club members, coaches, and volunteers must complete the Sport Club Driving Packet 4 weeks prior to departure.
- B. Only approved members and coaches listed on the approved Travel Application are permitted to travel with the club. All approved members/coaches must travel in the vehicles they are assigned to on the travel application.
- C. Sport Club Travel must start and end at Sacramento State. All drivers must leave from Sacramento State to their destination and return to Sacramento state from their destination
- D. Sport clubs are not permitted to travel during the hours of 12am and 6am without prior approval from the Sport Clubs professional staff or their representatives. If necessary, overnight arrangements prior to the competition or following the competition should be made to avoid travel during the time frame.
- E. No single driver may drive more than 150 miles without taking a mandatory 15-minute break.
- F. Trips 400+ miles (one way) must have two approved drivers per vehicle. The duration of time behind the wheel must be kept to a minimum of 200 miles per driver. A designated location should be determined before departure so that all drivers and vehicles are aware of when it is mandatory to switch drivers.
- G. Travel outside of the Sport Club Travel Map requires third party travel. Each member traveling is required to sign the 3rd party release form. Clubs must provide documentation confirming which 3rd party travel source they are using before the Trip Application is approved. It is required for clubs using air travel to submit a flight itinerary for each member/coach. If a club needs rental vehicle, they must provide a copy of the reservation confirmation.
- H. Overnight stay is required if a trip (there and back) is longer than 12 hours unless a club is using 3rd party travel.
- I. Club travel that involves commercial air travel begins and ends at Sacramento International Airport. If clubs are traveling out of a different airport, they must notify the Sport Clubs professional staff or their representatives at least 3 weeks in advance of the trip.
- J. University Trips shall be planned, documented and conducted in a manner to minimize risk to university students, employees, as well as to members of the public.
- K. Unless prior approval is given by the Sport Clubs professional staff or their representative, or in the case of an emergency, passengers may not travel home from an event with a relative/friend/etc.
- L. Unless prior approval is given by the Sport Clubs professional staff or their representative, members and coaches cannot travel separately from the club.

- M. Guests, friends and family are not permitted to travel on University Trips in University owned, rented vehicles, or privately-owned vehicles.
- N. Only cleared sport club members and coaches can stay overnight with the club during University Approved Travel.
- O. Passengers are expected to behave in a manner that does not distract the driver.
- P. Alcohol and/or illegal drugs are not permitted in the vehicle during travel to and from Sport Clubs practice, events and competitions.
- Q. All Sport Clubs traveling must have a Trip Leader traveling with the Club. The Trip Leader is responsible for trip safety by implementing all travel and driver policies and ensuring that driver distractions are minimized. Under normal circumstances, the Trip Leader cannot be a driver.
- R. R. For trips involving multiple vehicles (vans and/or private vehicles), the Trip Leader is responsible for the overall coordination of the trip.
- S. In the event of inclement weather or other significant disturbance, the Trip Leader should contact the Sport Clubs professional staff or their representatives to determine if the trip needs to be modified, delayed, re-routed, or cancelled.
- T. When multiple vehicles are traveling, all vehicles must leave at the same time (unless pre-approval is given by the Sport Clubs professional staff or their representatives) and stay within close proximity at all times, but not "caravan" or directly follow each other.
- U. Clubs are required to have a first aid kit with them at all times and have a minimum of 2 members/coaches CPR/First Aid/AED Certified at the competition. It is highly recommended that each club provides a first aid kit for each vehicle.
- V. Travel in 15 passenger vans is not permitted.