

# **AUBURN UNIVERSITY**

## **ATHLETIC TEAM TRAVEL**

### **PURPOSE**

Auburn University is dedicated to providing a practical and effective policy for managing the risks associated with team travel of Intercollegiate Athletics. This policy known as the Athletic Team Travel Safety Program is designed to promote safety and protect against injuries and financial losses but allow flexibility to the Auburn University Athletic Department.

### **APPLICABILITY**

For purposes of this policy, the following team members are subject to the terms & conditions of this policy:

Baseball  
Basketball  
Equestrian  
Football  
Golf  
Gymnastics  
Soccer  
Softball  
Swimming  
Tennis  
Track  
Volleyball

Tigers Unlimited, Mascots, Cheerleaders, Dance Team, Student Trainers, Student Managers and/or Staff traveling as part of a team listed above,  
Or any other such team that may be subsequently added to the Auburn University Intercollegiate Athletics Program

### **RESPONSIBILITY FOR ADMINISTRATION**

The Auburn University Athletic Director, or his designee, shall be responsible for overall administration, enforcement and necessary record keeping of this policy. The Athletic Director, or his designee, shall provide a copy of this policy to every coach, provide training to every coach, and maintain on file in the Athletic Department a signed certificate by each coach stating the coach has read and understands the policy.

The Athletic Director, or his designee, shall have the responsibility to verify the type of vehicle recommended for use for athletic team travel is in compliance with this policy.

Coaches are responsible for developing their season travel plans, to include recommended vehicle types, and gaining approval from the appropriate Associate Athletic Director in advance of the season or subsequent schedule changes. Post-season travel shall be handled according to NCAA guidelines and approved by the Athletic Director, or his designee.

The Athletic Team Travel Committee (ATTC) and the Athletic Director, or his designee, shall review and recommend revisions as deemed appropriate.

## **ACCOUNTABILITY**

Any coach or athletic staff member knowingly violating this policy will be suspended with or without pay until the Athletic Director, or his designee, & the ATTC investigates the violation. Violations may result in disciplinary action or termination.

## **PART ONE - GROUND TRANSPORTATION**

### **I. APPROVED FORMS OF GROUND TRANSPORTATION FOR TEAM TRAVEL**

General Requirement: Coaches, Assistant Coaches and Student Trainers may drive University vehicles used for Athletic Team Travel, if **Operator Requirements for Auburn University Owned Vehicles** are met. Student athletes **may not** drive other vehicles as related to Athletic Team Travel.

The following types of vehicles shall be approved for athletic team travel under the conditions noted:

#### A. Automobile/Minivans

1. Refer to **Operator Requirements** found in Section II of this policy.
2. A qualified paid driver must be used if traveling farther than 350 miles one-way, or if the trip is expected to extend later than 2:00 a.m. or overnight.

#### C. Twelve and Fifteen-Passenger Vans

Only twelve and fifteen-passenger vans currently in Auburn University's fleet are permitted to transport passengers. Twelve and fifteen-passenger vans may not be rented or leased from outside entities for transportation of passengers.

1. Refer to **Operator Requirements** found in Section II of this policy.
2. All operators, including Coaches, Assistant Coaches and Student Trainers must attend the Auburn University 12 and 15-Passenger Van Driver Training

Class taught by Risk Management & Safety. Other driver training programs may substitute upon review and approval by the ATTC.

3. The number of occupants in a 12 or 15-passenger van shall be less than eight (8). Rear seats should be removed to prevent loading to capacity.
4. A qualified paid driver must be used if traveling farther than 350 miles one way, or if the trip is expected to extend later than 2:00 a.m. or overnight.
5. Refer to the **Auburn University Policy and Procedure 12 and 15-Passenger Vans** included as Appendix 1.1 to this policy.

D. Buses

1. When more than 20 passengers are part of the ground transportation party, a bus or mini-bus shall be used.
2. All drivers of buses must have a valid Commercial Driver License.
3. Buses approved for Athletic Team Travel include motor coach common carriers and institution owned or leased commercial bus transports. Privately owned or donated buses **may not** be used.

E. Mini-Buses

1. When more than 20 passengers are part of the ground transportation party, a bus or mini-bus shall be used.
2. All drivers of buses must have a valid Commercial Driver License.
3. Mini-buses must be institution or commercially owned. Privately owned or donated buses **may not** be used.

F. Personal Vehicles

1. Refer to **Operator Requirements** found in Section II of this policy.
2. Use of personal vehicles for Athletic Team Travel is **discouraged** at Auburn University. However, personal vehicles may be used at the employee's option and at their own risk. The individual's automobile liability insurance would be primary, with the University coverage responding as an excess layer. It should be noted that Auburn University does not provide physical damage insurance for personally owned vehicles, even those operated for University Business.

G. Other Vehicles

Motor homes may not be used for Athletic Team Travel.

II. **OPERATOR REQUIREMENTS**

All drivers of Auburn University vehicles are expected to conduct themselves in a professional manner when operating a vehicle on behalf of the University and meet the following driver qualifications and driver training requirements.

A. Driver Qualifications

1. Driver must be in possession of a valid driver license.
2. Driver must immediately report any changes in the status of the license (restrictions, suspensions, revocations) to their supervisor.
3. A valid Commercial Driver License is required to operate a vehicle with occupancy of greater than 15 passengers.
4. Driver must be at least twenty-one (21) years of age.
5. Driver must have experience driving the type of vehicle he/she will be operating for AU.

B. Driver Training

1. All operators must complete Auburn University's Defensive Driving Course or other driver-training program approved by the ATTC.
2. All operators of 12 and 15-passenger vans must complete the Auburn University Van Driving Course or other driver-training program approved by the ATTC.
3. All operators involved in any automobile accident will be required to attend the Auburn University Defensive Driving Class within thirty (30) days following the accident. This training is required even if the operator had previously attended the Defensive Driving Class.

C. Driver Responsibilities

1. Seat belts and other occupant restraint devices should be worn at all time by the driver and occupants.
2. Driver must operate the vehicle in accordance with all traffic laws, ordinances and regulations.
3. Driver must not use a cellular phone when the vehicle is in motion.
4. Driver must not drive if drowsy or under the influence of any substance. This will include, but is not limited to alcohol, illegal drugs, prescription drugs and over-the-counter drugs that cause drowsiness or impaired judgment. Use of prescription drugs is permitted only if it does not impair the employee's ability to operate a vehicle in a safe manner.
5. Driver must not drive for long periods of time without breaks. Breaks are recommended at a minimum of every two hours. Maximum driving time recommended in a 24-hour period is eight (8) hours. Back-up drivers may be considered for lengthy trips.
6. Driver will assume all responsibility for fines, parking tickets and traffic violations while operating a vehicle on behalf of Auburn University.
7. Vehicles should be driven at speeds that are appropriate for road conditions.
8. Driver must turn off the vehicle, remove the keys and lock the doors when the vehicle is left unattended.

9. Vehicle should be driven in the environment it was designed for. The vehicle should not be driven "off road" unless it is made for that use.
10. Vehicle should be in good condition before driving.
11. Driver must immediately report all accidents to the local law enforcement agency, their immediate supervisor, and Risk Management & Safety.

### **III. AUTOMOBILE MAINTENANCE**

To provide a safe form of transportation, all vehicles approved for Athletic Team Travel should be thoroughly inspected and maintained according to manufacturer recommendations. A Certified Mechanic should perform annual inspections and routine maintenance.

### **IV. INSURANCE REQUIREMENTS**

Motor Coach Common Carriers shall, at their own expense, procure and maintain Commercial Automobile Liability Insurance and furnish to Auburn University's Risk Manager a certificate of insurance evidencing the following coverages:

- A. Auburn University shall be named as an Additional Insured on automobile liability insurance policy.
- B. Minimum of \$5 Million Combined Single Limit in Automobile Liability Insurance, including coverage for bodily injury and property damage arising from ownership, maintenance or use of any and all owned, non-owned and/or hired vehicle.
- C. Insurance coverage shall be issued by an insurer licensed by the Insurance Commissioner to conduct business in the State of Alabama
- D. Coverage shall be with a company with an A.M. Best rating of "A" or better.
- E. Each policy shall be endorsed to provide that the policy not be cancelled, non-renewed, changed or allowed to lapse for any reason without thirty (30) days of written notice to Auburn University.

*Due to the nature of some activities, Auburn University reserves the rights to require additional limits of liability coverage.*

## **PART TWO – AIR TRANSPORTATION**

### **I. APPROVED FORMS OF AIR TRANSPORTATION FOR TEAM TRAVEL**

All charter services procured shall be subject to the involvement of the Auburn University Purchasing Services Department.

All air travel, except scheduled commercial air carriers shall be subject to the review and coordination of Auburn University's Director of the Air Transportation Department (DATD). The DATD will have the expertise in evaluating charter operations, aircraft and pilot certification, and aircraft maintenance. It is the responsibility of the DATD to assure all charter operators and their respective flight crews meet the requirements of this policy. The DATD shall have final authority for approving aircraft and operators for the purpose of this policy.

The Auburn University Risk Manager will review insurance coverage to ensure coverage is consistent with University insurance requirements.

#### **A. Scheduled Commercial Air Carriers**

Scheduled Commercial Airlines are an acceptable means of travel for University personnel. Tickets must be procured under the travel guidelines established by Auburn University.

#### **B. Charter Aircraft**

1. Charter operations conducted by FAR Part 121 Air Carrier Operators are an acceptable means of travel for Athletic Team Travel. Unscheduled Part 121 Operators must provide three (3) references for review by the DATD.
2. Charter operations conducted by FAR Part 135 Commercial Operators must be in full compliance with all FAR Part 135 requirements. In addition, the following criteria must be complied with:
  - a. Aircraft Specifications
    - 1) Powered by two (2) or more Fan Jet, Prop Jet, Turbo Jet and/or Turbo Prop Engines.
    - 2) Air-conditioning and Heating systems in excellent working condition.
    - 3) Must be in excellent mechanical condition with all systems in working order.

- 4) Restroom facilities must be completely functioning and clean.
- 5) Exterior and Interior of aircraft should be in excellent condition.
- 6) Certified for flight into known icing conditions.
- 7) Equipped with weather radar in good working condition.

## **II. FLIGHT CREW SPECIFICATIONS**

### **A. Captain**

1. Holds valid FAA Class I Medical Certificate.
2. Airline Transport Pilot (ATP) Certificate in appropriate category, class and type.
3. Employed as full time pilot.
4. Completed recurrent training within past 6 months in aircraft type to be used by an FAA approved training facility.
5. 200 hours PIC flight time in aircraft type to be used.
6. 25 hours flight time in past 90 days in aircraft type to be used.

### **B. First Officer**

1. Holds valid FAA Class II Medical Certificate.
2. Commercial Pilot Certificate in appropriate category, class and an instrument rating.
3. Employed as full time pilot.
4. 100 hours flight time in the aircraft type to be used.
5. 25 hours flight time in the past 90 days in aircraft type to be used.



### III. MAINTENANCE SPECIFICATIONS

- A. All aircraft provided for the scheduled trip must be in excellent condition and meet all U.S. Department of Transportation, Federal Aviation Administration and State of Alabama maintenance and safety regulations. It is the responsibility of the Air Carrier/Operator to be familiar and in compliance with these regulations.
- B. Charter aircraft must be maintained under the appropriate FAA operations maintenance specifications.
- C. Any backup or subcontracted aircraft used must meet the same criteria as originally required.

### IV. OPERATION SPECIFICATIONS

- A. On all light aircraft weight and balance computations using average passenger weights are **prohibited**. A weight and balance form must be completed for each flight using actual weight figures for passengers.
- B. Straight-in instrument approaches should be used whenever possible. If a circling approach is necessary, Category "D" minimums will apply. **No** circling approaches are authorized at night unless weather minimums of 1000 ft ceiling and 3 miles visibility or greater.
- C. Certified for flight into known icing conditions.
- D. Equipped with weather radar in good working condition

### V. INSURANCE REQUIREMENTS

Aircraft owners/charter operators shall at their own expense, procure and maintain Aviation Liability Insurance and furnish to the Auburn University Athletic Team Travel Committee a certificate of insurance prior to conducting requested flights. Insurance coverage shall be at a minimum those limits as established by the University's underwriter and Risk Management. A certificate of insurance should evidence the following coverages:

- A. Auburn University shall be named as an Additional Insured on the aviation liability policy.

- B. A minimum of \$1 million per seat limit of liability is required. Insurance limits should not be “sub limited.”
- C. Insurance coverage shall be issued by an insurer licensed by the Insurance Commissioner to conduct business in the State of Alabama.
- D. Coverage shall be with a company with an A.M. Best rating of “A” or better.
- E. Each policy shall be endorsed to provide that the policy may not be cancelled, non-renewed, changed or allowed to lapse for any reason without thirty (30) days written notice to Auburn University.

Given the volatility in the insurance market, it may not always be possible to achieve this minimum coverage. If it becomes necessary to establish limits in keeping with current industry standards, it shall be the responsibility of the University’s Risk Management to recommend acceptable limits.

The Department of Risk Management and Safety will review insurance coverage to ensure coverage is consistent with University insurance requirements.

IN ADDITION, due to the nature of some activities, Auburn University reserves the right to require additional limits of liability insurance coverage.

## Appendix 1.1

### **AUBURN UNIVERSITY POLICY AND PROCEDURE 12 and 15-PASSENGER VANS**

*This policy and procedure pertains to 12 and 15-passenger vans owned and operated by Auburn University and has been prepared due to the risks associated with these vehicles. Studies by The National Traffic Safety Administration indicate that 12 and 15-passenger vans have an increased propensity to rollover as the number of passengers or load increases.*

Our information reveals that 12 and 15-passenger vans are used Campus wide for transportation of passengers and cargo. 12 and 15-passenger vans are manufactured to truck standards, with the end use intended for the hauling of cargo. 12 and 15-passenger vans can be considered a basic cargo van that has rows of bench seats bolted onto the floor.

The following Policy and Procedure for 12 and 15-passenger vans has been developed to promote safety and protect the University against injuries and financial loss.

### **POLICY AND PROCEDURE FOR 12 and 15-PASSENGER VANS**

#### **1.1 REPLACEMENT OF 12 and 15-PASSENGER VANS**

Departments should replace their 12 and 15-passenger vans used for transporting passengers with alternative forms of transportation when it is time to purchase new or replacement vehicles. Type A Mini Buses are designed for transportation of passengers, come with many safety features and are strongly recommended. Seven (7) passenger mini-vans may also be considered. These buses and mini-vans can be purchased on state contract or specifications can be submitted for bidding. Auburn University's Payment and Procurement Services should be contacted to assist with this transaction. The department purchasing the vehicle should allow ninety (90) days for delivery.

#### **1.2 SAFETY REQUIREMENTS FOR 12 and 15-PASSENGER VANS CURRENTLY IN AUBURN UNIVERSITY FLEET**

Departments may continue to utilize 12 and 15-passenger vans currently in their fleet but must enforce these recommendations until these vans are replaced with alternative forms of transportation.

**1.2.1 Professional Behavior:** All drivers of Auburn University vehicles are expected to conduct themselves in a professional manner when operating a vehicle on Auburn University business.

**1.2.2 Drivers' License:** All operators of Auburn University vehicles should be in possession of a valid drivers' license.

**1.2.3 Driver Training:** All operators, including faculty, staff, student drivers and volunteers, of 12 and 15-passenger vans must attend the 12 and 15-Passenger Van Driver Training Class. This program is tailored to meet the requirements for operating 12 and 15-passenger vans and is offered at various times each month by the Office of Risk Management and Safety. All operators must complete this training program before operating a 12 or 15-passenger van. Other driver training programs may substitute upon review and approval by Risk Management and Safety.

**1.2.4 Cellular Telephones:** Cellular telephones should not be used while operating a vehicle.

**1.2.5 Number of Occupants:** The number of occupants in a 12 or 15-passenger van shall be less than eight (8). Rear seats should be removed to prevent loading to capacity.

**1.2.6 Motor Vehicle Records:** All operators of 12 and 15-passenger vans will be subject to periodic driver record checks. Unacceptable driving records will revoke driving privileges.

**1.2.7 Seat Belts:** Seat belts and other occupant restraint devices should be worn at all times by all occupants. Any malfunctioning seat belts should be repaired or replaced immediately.

**1.2.8 Vehicle Operation:** The vehicle should be operated in accordance with all traffic laws, ordinances, and regulations. Operator should not drive if drowsy or under the influence of any substance.

**1.2.9 Limit Driving Time:** All operators should take frequent breaks. Additional qualified drivers should be available for long trips.

**1.2.10 Manufacturer Safety Information:** Manufacturer Safety Material should be available and reviewed by all 12 and 15-passenger van operators. Special attention should focus on proper loading of the van according to manufacturer recommendations.

**1.2.11 Posted Restrictions:** Requirements for Operating an Auburn University 12 and 15-Passenger Van, 1.2.11A (below), must be posted in a conspicuous place and be easily accessible to the van driver.

**Requirements for Operating an Auburn University 12 and 15-Passenger Van,**  
**1.2.11A**

- Operator must conduct himself or herself in a professional manner.
- Operator must be in possession of a valid drivers' license.
- Operator must complete the 12 and 15-Passenger Van Driver Training Class.
- Operator must not use a cellular phone when operating this vehicle.
- Occupants of this van should number less than eight (8).
- Seat belts and other restraint devices should be worn at all times by all occupants.
- Operator should obey all traffic laws, ordinances and regulations.
- Driver should not operate this vehicle longer than two (2) hours without a break.
- Van should be loaded according to Manufacturer recommendations.
- All accidents should be reported immediately to Risk Management, (334) 844-4533.

**1.3 MAINTENANCE OF 12 and 15-PASSENGER VANS**

**1.3.1** All 12 and 15-passenger vans should receive routine service on a regularly scheduled basis. This shall include, but is not limited to:

**Brakes, including parking brake**

Oil and filter changes  
Steering Inspection  
Lights, including head, tail and brake lights  
Tire rotation and replacement

**Turn Signals**

Windshield Wipers  
Mirrors  
Horn  
Speedometer/Odometer

**1.3.2 Repair:** All defects and broken components should be reported to the supervisor and repaired or replaced immediately. The vehicle should be placed out of service until the repair or replacement is completed.

**1.4 RENTAL OF 12 and 15-PASSENGER VANS**

Transportation of passengers should be contracted to commercial charter operators when possible/practical.

Departments should not rent 12 and 15-passenger vans for the purpose of transporting passengers for distances greater than a ten (10) mile radius, or drive on interstate highways.

Safety precautions described in section 1.2 must be followed.

## **1.5 PERMISSIVE USE OF 12 and 15-PASSENGER VANS**

**1.5.1 Transportation of Cargo:** Departments that utilize 12 and 15-passenger vans primarily to transport cargo may continue to purchase the 12 and 15-passenger van for this purpose only.

**1.5.2 Transportation of Passengers:** Safety precautions described in section 1.2 must be followed.

**All accidents involving any vehicle owned, leased, hired or borrowed by Auburn University should be reported immediately to the immediate supervisor, local law enforcement authority and Risk Management and Safety, (334) 844-4533.**