

Student Transportation Policies and Procedures

Introduction

The safety of our students at Wilmington University is very important. Statistics have shown

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 Dr license and driving record. Individuals must have a good driving record. Driving records may not contain the following:

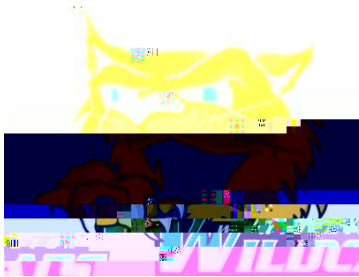
1. More than 6 points;
2. Any major violations (DUI, reckless driving charges, driving with a suspended license, fleeing a police officer, etc.); and
3. Any chargeable accidents within the last 24 months.

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

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

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



**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" ANSWER)

Preferred Method of Transportation: ~~Chartered Bus~~ Airline

Rented Vehicles Student Vehicles

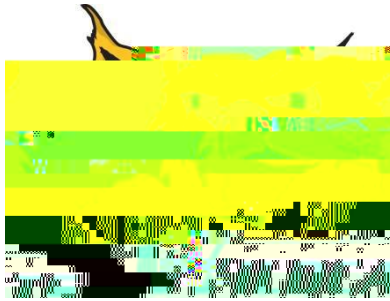
Event Dates: _____

Travel Dates: _____

Lodging (List names, addresses and phone numbers)

(OVER)

**How will the trip be
funded?** _____



***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 am providing my _____ 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

Wilmington University
Student Emergency Contact Information Sheet

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/

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

