Driving Policies and Procedures:
The UC Merced Campus Recreation and Athletics Department require that the following policies and procedures be strictly followed.

Incidents/Accidents

- Any incident or accident that occurs during travel must be reported on the Incident Report form and returned to the Campus Recreation and Athletics Department by the following business day after the trip. Be clear when explaining how the incident occurred and if any medical attention was needed. If using a university vehicle you must completely fill out the accident report form (Vehicle Reference Manual binder) and exchange insurance and contact information with driver(s) of the other vehicles involved in the accident. **In case of injury, death or property damage, the Campus Recreation and Athletics Department must be notified IMMEDIATELY.**

Drugs & Alcohol

At no time may any Campus Recreation & Athletics Department participant possess, consume or exchange alcohol or drugs during university activities. Activity can include but not limited to meetings, practices, competitions, trips and/or any other activity that could be identified as related to the university.

Seatbelts

While traveling in any vehicle on university business, all drivers and passengers are required to wear seat belts. There will be no exception to this rule.

Co-Pilot

Each vehicle that is used during travel must have a designated co-pilot. The co-pilot must ride in the front passenger seat. The duties of the co-pilot are:

- Reading maps and giving the driver directions
- Using the cell phone when necessary
- Keeping the driver awake
- Making changes to the radio or climate control system
- Staying awake at all times

Approved Drivers

To become an approved Campus Recreation & Athletics Department driver of a University vehicle, private vehicle or approved rental vehicle on a university sanctioned activity a must:

- Possess a valid & current State of California issued drivers license
- Have an acceptable driving record as determined by the Pull-notice System
- Be at least 21 years old (preferred)
- Have a minimum of 2 years driving experience (preferred) **updated 8/7/09**
Training

• Campus Recreation & Athletics Department will provide trainings twice each semester (including the summer). This training will cover the skills and knowledge necessary to drive any Fleet Services vehicle. The class will also cover necessary information for towing and transporting club equipment. It is highly recommended that all drivers complete this course.

General Travel Guidelines:

The following policies must be adhered to by all drivers throughout the entirety of any trip or related travel.

Policies

• All teams must use university vehicles or approved rental vehicles for travel
• Vehicles will only be allowed to be driven between the hours of 5am and 12am
• University vehicles may only be used for activities directly related to university business
• No driver may drive more than four hours consecutively without at least a one hour break, additionally no individual driver will be behind the wheel of any vehicle for more than 8 hours in any given 24 hours
• All passengers of all vehicles must be authorized to participate in Campus Recreation and Athletics Department activities (players, participants, coaches, advisors). No family, friends or guests are allowed to travel with Campus Recreation & Athletics Department vehicles during university sanctioned events
• No hitchhikers may be picked up during travel
• Drivers are not allowed to use cell phones, pagers, electronic-text devices, change radio stations, adjust the temperature controls, or allow themselves to be distracted in any way from driving
• There may only be as many passengers in a vehicle as seatbelts. All passengers must use seatbelts properly and at all times
• All passengers must behave in a manner that does not distract the driver.
• In case of injury, death or property damage, the Campus Recreation & Athletics Department must be notified IMMEDIATELY
• Drivers towing trailers will not exceed 55 miles per hour, demonstrate safe trailer practices and have a minimum of 4 years driving experience
• Out of state vehicle use requires signature approval for the Director of Campus Recreation. An “Out of State” travel form must be completed and submitted a minimum of 30 days prior to travel date

University Vehicles

It is a privilege to use university vehicles to travel. All policies and procedures must be followed at all times with travel in university vehicles.

• Only approved UC Merced students, faculty, staff and docents may operate university vehicles
• The vehicles must be examined before use and cleaned upon return
• The Voyager Fleet Card must be used to purchase fuel for Campus Recreation & Athletics Department vehicles. It may also be used to purchase emergency vehicle supplies (oil, washer fluid) and emergency repairs. All receipts must be placed in the receipt pouch in the Vehicle Reference Manual. The Voyager card may not be used to make purchases for personal vehicles. Misuse of this program could result in the loss of privilege of using university vehicles.

Private Vehicles

It is recommended that university vehicles are used for Campus Recreation and Athletics Department travel. Private, (defined as non UC Merced provided vehicles) vehicles may be used if round trip travel is 600 miles or less. Private vehicles may be used provided that the driver of the vehicle has vehicle insurance meeting the minimum coverage required by the State of California, as well as a valid state-issued driver’s license. All Campus Recreation & Athletics Department travel policies and procedures apply when using private vehicles during approved university travel. Participants that choose to use their own vehicles for university travel are responsible for any damages and the cost of gas for their vehicles.

• Minimum State of California coverage is $15,000 each person/$30,000 each occurrence bodily injury, plus $5,000 property damage. When participants choose to use their own personal vehicles on university business, the owners should be aware that the owner’s liability insurance, not the University’s coverage, will be the primary insurance if an accident occurs.
• Private vehicles that are used for Campus Recreation & Athletics Department travel must be properly maintained and have passed the California vehicle inspection.
Recreation & Athletics Department

Driver’s Agreement & Pre-Driving Checklist

___ While traveling in any vehicle on university business, all drivers and passengers are required to wear seat belts. There will be no exception to this rule

___ Drivers will not exceed posted speed limits

___ Drivers of vehicles towing trailers will not exceed 55 miles per hour
   a. drivers towing a trailer will demonstrate safe trailer practices or complete a trailer driving course
   b. have a minimum of 4 years driving experience

___ Drivers will under no circumstances:
   a. use or talk on cell phones, including in-ear or hand-free phones
   b. use any kind of pager or electronic-text devices
   c. use any kind of in-ear audio devices (i.e. I-Pods)
   d. allow themselves to be distracted in any way from driving

___ Drivers will limit their driving time and distance:
   a. trips of more than 200 miles in length requires at least 2 university approved drivers
   b. for shorter trips, 2 drivers are encouraged but not required
   c. drivers must rotate every 4 hours with a minimum 1 hour break and no more than 8 hours of driving can be completed during any one day
   d. driving between the hours of 11pm and 5am is prohibited without prior approval of the appropriate administrative official

___ Drivers will complete a vehicular check-list before any trip, (see following examples)

___ Under no circumstances will a vehicle be driven by anyone under the influence of alcohol or drugs.

I have read and understand the policies and procedures set forth in this document. By signing and dating below, I hereby agree to abide by these policies and procedures.

Signature: ___________________________________________ Date: __________

Print Name: ____________________________________________

Updated 8/7/09
I have read and understand the policies and procedures set forth in this document. By signing and dating below, I hereby agree to abide by these policies and procedures.

Signature: __________________________________________________________________ Date: _________

Print Name: __________________________________________________________________

Signature: __________________________________________________________________ Date: _________

Print Name: __________________________________________________________________

Signature: __________________________________________________________________ Date: _________

Print Name: __________________________________________________________________

Signature: __________________________________________________________________ Date: _________

Print Name: __________________________________________________________________