

## Lycoming Student Club and Organization Travel Policy

All registered and recognized student clubs and organizations who wish to travel off campus for a club-sponsored event must follow the following procedures:

### ALL TRIPS

1. A Lycoming College Student Organization Event Registration Form must be submitted to and approved by the Office of Student Programs and Leadership Development prior to any arrangements being made for said travel (including but not limited to any conference registration forms, travel arrangements, car rental arrangements, or hotel arrangements.) This form must be submitted no later than seven days prior to the event. Failure to submit the form in a timely manner may result in the denial of approval for your event.
2. Advisors are encouraged to accompany student organizations.
3. A completed Release and Hold Harmless Agreement form must be secured by the sponsoring organization from the Office of Student Programs and Leadership Development. Any individual going on the trip must complete and sign a copy of this agreement. Copies of these all of these forms must be submitted to the Office of Safety and Security prior to departure.
4. A typed list of all trip attendees (to include full name and cell phone number) must be submitted both to the Office of Student Programs and to Safety and Security (along with the Hold Harmless Agreements above) no later than 24 hours prior to departure during normal weekday business hours (8:00 am to 4:30 pm.)

### Additional Requirements for Renting Vehicles

1. Rental vehicles must be used through Enterprise and will only be secured by the Office of Student Programs and Leadership Development. Sponsoring groups must fill out and submit the Vehicle Rental Form no later than seven days prior to the time of travel. Student groups are not allowed to make arrangements on their own to rent a vehicle.
2. Student organizations are encouraged to rent cars and minivans for all trips. These must be rented from Enterprise. The additional requirements specifically for 12 or 15-passenger vans (<http://srv2.lycoming.edu/myLyco/employee/humanresources/ADMINISTRATIVE%20TAFF%20HANDBOOK/15-PassengerVanPolicy.htm> ) are usually not able to be met by most student organizations and therefore, their use is discouraged. Additionally, because of the high risk involved with large capacity passenger vans, Enterprise **prohibits the use and operation of 12 and 15-passenger vans on roadways: Connecticut, Florida, Iowa, Maine, Massachusetts, New York, and Washington, D.C.** If you are planning a trip to or through any of these states, you cannot use 12 or 15-passenger vans as transportation.
3. The sponsoring organization will be required to agree to and pay for the insurance coverage offered by Enterprise. Current rate is \$15 per day/per vehicle.

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4. The authorized driver, as per the rental reservation, will be required by Enterprise to provide a copy of their driver's license. Enterprise reserves the right to run a complete motor vehicle driving record search on any authorized driver.
5. No driver other than the authorized driver(s) will be permitted to drive the rented vehicle.
6. Sponsoring organization is responsible for securing a copy of the Driver's Accident Report by the Office of Student Programs and Leadership Development prior to date of departure. This form is to be used in the event of an accident. Sponsoring Organization is responsible for following any additional instructions or requirements pertaining to reporting of an accident and/or damage to the vehicle as stated by Enterprise.
7. **ALCOHOL:** Alcohol consumption is prohibited by anyone who will be driving a rented vehicle. The transportation of alcohol in a rented vehicle is also prohibited.
8. **CELLULAR TELEPHONES:** The use of cellular (or similar) telephones by the driver of a rented vehicle, while the vehicle is in motion, is strictly prohibited due to numerous local, county and state ordinances/laws, as well as several studies that have shown that such use significantly increase the risk of accidents. While the College allows drivers to maintain/possess a "cell phone" as a means of convenience and added safety, drivers are required to pull off the roadway and park to use these devices.
9. **PARKING VIOLATIONS:** In the event that the driver of a rented vehicle commits a parking violation (receives a parking ticket), it is the responsibility of the driver to pay any and all parking fines and fees. The driver must also notify the Department of Safety and Security of this violation upon return to campus; failure to promptly report such a violation will result in sanctions being assessed.
10. **SEATBELTS:** Drivers of any rented vehicle are required to wear their seatbelt and require others to do so in accordance with state laws.
11. **TRAFFIC VIOLATIONS:** All traffic and/or moving violations ("tickets") must be reported to the Department of Safety and Security upon return to campus. It is the responsibility of the driver to pay any and all traffic violations and fees. This information, including circumstances, location, violations and citation information should be as specific as possible, and be directed to Director of Safety and Security for review. Failure to report traffic/moving violations will result in the immediate loss of driving privileges and other sanctions.
12. **VEHICLE SECURITY:** Turn off vehicle, remove keys, and lock all doors of the van when left unattended.
13. All rented vehicles should be inspected prior to leaving the lot. Immediately report any dents, dings, tears, etc. to the leasor. Also inspect the van upon return to the rental agency. Ensure an agency employee also inspects the vehicle with you. If that's not possible, note for yourself the condition of the van inside and out.
14. **SPEED DETECTION DEVICES:** The use of radar detectors, or other forms of speed enforcement detection equipment is prohibited.