University Expectations for Student Organization Advisors
A Resource Packet
College of Engineering, Iowa State University

ISU Sources: http://www.sac.iastate.edu/index.cfm?nodeID=24635&audienceID=1
Student Travel: http://policy.iastate.edu/policy/student/organization/travel/#driverauth
Risk: http://www.riskmanagement.iastate.edu/travelauth/
Student Travel: http://www.riskmanagement.iastate.edu/travelauth/StudentTravelChecklist.pdf

Resources for Advising a Student Organization on Travel

In case of an Emergency

- College of Engineering
  - Joel Johnson, Director of Student Services.
    - Cell 515-203-1637
- ISU
  - Department of Public Safety
    - (515) 294-4428
  - Transportation
    - (515) 294-1882

Prior to Departure

- Have a roster of all student attendees
- Schedule a pre departure meeting to discuss travel expectations
- Verify that passenger list is correct and Waiver and Emergency Contact and Medical Information forms were completed by the passengers. If travel plans, drivers or passengers change for any reason, it is the responsibility of the Trip Coordinator to update the online SOTA system prior to travel and contact the appropriate offices (Transportation Services, Risk Management, Recreation Services, etc.) if necessary.

Basic Guidelines regarding Travel Expectations (Motor Vehicle)

Forms

All trip participants must complete a Waiver and Release of Liability form and an Emergency Contact and Medical Information form.

- Students under the age of eighteen (18) must have the Waiver and Release of Liability form signed by their parents or legal guardian.
- Students using personal vehicles for student organization travel must sign a Waiver and Release of Liability form and an Emergency Contact and Medical Information form acknowledging the risks involved in the travel activity and assuming responsibility for liability for themselves and the passengers traveling in their vehicle.
University students who are participating in travel related to academic course requirements (i.e., field trips) or related to their assigned duties as a student employee (i.e., research data collection) are not required to sign waiver or release forms.

**Vehicle Occupancy**
The maximum number of people in any vehicle must not exceed the number of seatbelts in the vehicle.

**Seat Belt Use**
All vehicle occupants must wear seat belts at all times while traveling.

**Pick-up Truck Passengers**
Transporting people in the bed of a pick-up truck is not allowed on public roads.

**Driving Rules**
- The number of drivers required may vary depending on the distance and duration of the trip.
- Each driver is allowed to drive a maximum of 4 continuous hours followed by a minimum 2-hour break.
- Each driver is permitted to drive a maximum of 10 hours over a 24-hour period.
- One person must be in the front passenger seat and awake at all times to assist with navigation and trip safety such as making sure the driver remains alert.
- Drivers must obey traffic laws and regulations, including posted speed limits.
- Drivers must abide by university policies and any applicable federal or state regulations that govern individual actions, including, but not limited to, ethical behavior, confidentiality, financial responsibility, alcohol and drug use.

**Alcohol**
No alcoholic beverages or beverage containers (open or closed) are allowed. Consumption of alcohol by drivers and passengers is prohibited at least 8 hours before driving for student organization activities.

**Transporting Hazardous Materials**
The unauthorized transportation, use or storage of any hazardous materials is prohibited. In extenuating circumstances, a request for authorization for transporting hazardous materials must be submitted in writing and approved by the Department of Environmental Health and Safety and the Office of Risk Management before travel occurs. In addition, the Office of Risk Management must review and approve any student organization activity that involves the use of hazardous materials.

**Firearms, Weapons and/or Explosives**
The unauthorized transportation, use or storage of any firearms, weapons and/or explosives is prohibited. In extenuating circumstances, a request for authorization for transporting firearms, weapons and/or explosives must be submitted in writing and approved by the Office of Risk Management. In addition, the Office of Risk Management must review and approve any student organization activity that involves weapon or gun use.

**Cell Phones and Other Communication Devices**
The use of cell phones and other communication devices such as walkie-talkies while driving is hazardous. Only hands-free units may be used while driving. Drivers are required to stop and park the vehicle to use any other devices.
Travel Times
Travel is not allowed between 1:00 a.m. and 5:00 a.m.

Weather
In the event of adverse weather or other factors that affect the ability to drive safely, drivers are expected to use good judgment and take appropriate safety measures in observance of travel warnings as issued by the highway safety authorities or weather advisory services.

Luggage
- No items may be transported on the roof of a vehicle.
- Rear seats of university vans will not be removed to accommodate luggage without approval from Transportation Services.
- Luggage must be dispersed evenly throughout large passenger vans to equalize the load.
- When using large passenger vans (12 to 15-passengers) on extended trips, Transportation Services may require a trailer to safely accommodate luggage.

Trailers
- Trailers owned by Transportation Services must be used if available.
- Transportation Services must approve the use of all commercially rented, privately owned, manufactured, home-made or donated trailers and has the authority to deny the use of any trailer.
- Transportation Services must inspect all trailers after connection to the vehicle.
- University owned trailers may be pulled only by university owned vehicles.

University Vehicles
University vehicles may be used only for official student organization travel. All student organizations must comply with the Iowa State University Fleet Safety policy as well as all federal or state regulations that govern related actions including, but not limited to, those of drug and alcohol use, ethical behavior, confidentiality, harassment and financial responsibility. Operating a university vehicle is a privilege. Transportation Services or the Office of Risk Management have the authority to approve or deny any request for the use of university vehicles.

Iowa State University vehicles are easily identifiable. Common sense must be used and consideration must be given to public perceptions of how vehicles are operated and where they are parked. The Iowa Code does not permit personal use of university vehicles and individuals who use vehicles for personal purposes are subject to corrective action or disciplinary measures according to the severity of the infraction and are potentially liable for accidents, injury and damages that occur during unauthorized use.

Large Passenger Vans and Vehicles Towing Trailers
Student organizations may be approved to use Iowa State University Transportation Services' 12- and 15-passenger vans for trips with nine to fifteen passengers and/or vehicles towing trailers. Organizations may not rent 12- or 15-passenger vans from commercial rental companies or use personal 12- or 15-passenger vans for authorized student organizational travel.

Due to their unique handling characteristics, drivers of large passenger vans and vehicles towing trailers must be at least 20 years old. In addition, driver training as described below is required.
Driver Training

- All drivers of 12- and 15-passenger vans or vehicles towing trailers must complete the Large Passenger Van Driving Class offered by Transportation Services. The Large Passenger Van Driving Class is a two-hour classroom session that covers handling characteristics and defensive driving techniques for 12- and 15-passenger vans.
- Each driver must also show behind-the-wheel driving competency by driving a large passenger van with a trailer attached. Competency is determined by the Transportation Services instructor. Behind-the-wheel training will be scheduled after the classroom training is completed.
- Each driver must have a record of successful completion of both the classroom and the hands-on, behind-the-wheel training before picking up the keys for a vehicle.
- Training records will be kept on file with Transportation Services.

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Rules and Criteria - University Vehicles

Smoking

Smoking is not allowed in Iowa State University vehicles.

Vehicle Security

All drivers are expected to properly safeguard university vehicles. If it is determined that a vehicle is at substantially higher risk of theft or damage due to a lack of reasonable precautions by the driver or the student organization; the student organization will be notified by either Transportation Services, Recreation Services or the Office of Risk Management to implement measures to correct the misuse. If the misuse is not corrected within a reasonable time, the student organization may be required to forfeit use of the vehicle and return the vehicle to Transportation Services.

In the event a university vehicle is stolen or damaged from misuse or from a lack of reasonable security precautions, is subjected to intentional damage, or is allowed to be used in violation of Iowa State University policy, the driver and/or the student organization may be prohibited from further use of university vehicles and the student organization will be assessed for associated actual damages and administrative costs.

Personal or Privately Owned Vehicles

Student organizations should minimize the use of personal vehicles for organization-related travel. When a personal vehicle must be used for organization travel, the driver assumes all liability associated with the trip. Drivers and passengers must comply with the Student Organization Travel policy Driving Authorization, Driving Standards and vehicle use Rules and Criteria - All Vehicles. Students using personal vehicles for student organization travel must sign a Waiver and Release of Liability form and Emergency Contact and Medical Information form acknowledging the risks involved in the travel activity and assuming responsibility for the liability for themselves and the passengers traveling in their vehicle.

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Accident Reporting

An incident in which an Iowa State University vehicle is involved (whether in motion, temporarily stopped, parked, or being loaded or unloaded) that results in personal injury and/or property damage, regardless of who was hurt, what property was damaged, or who was responsible, is defined as an accident. A preventable accident is one in which the driver in question failed to exercise every reasonable precaution to prevent the accident. An accident must be reported by the university driver, regardless of who was hurt, what property was damaged, where it occurred, or who was responsible. All Transportation Services vehicles contain an information packet with instructions about what to do in case you are in an accident or you need fuel or repairs. The packet contains complete instructions, insurance information, and forms.

In requiring that recognized organizations have advisers, the University assumes that the advisers will take an active role with the organization. The nature and style of that role is left to the determination of the organization and its advisers. In accepting the role of adviser, the individual accepts responsibility for financial and legal aspects of the organization’s activities.