

Travel as a Student Organization

An Event/Activity form is needed if:

- A student or student organization is traveling outside of Tippecanoe County.
- When a University vehicle is being used in and outside of Tippecanoe county
- Traveling Abroad (including Canada and Mexico)
- Traveling with a Club Sports Team

All Travel forms should be completed at least two weeks in advance, except when traveling abroad or for extended periods of time, which can then take up to a month or longer. The request will require the following information:

- A list of all participants traveling, along with phone numbers for each participant
- If using drivers, the names of all drivers and RMO1 form for each driver should be submitted to BOSO (RMO1 requires 5 day approval time and fee)
- Phone number and address of destination
 - Estimated costs and income related to the trip
 - If using university vehicles, the University Vehicle Request is entered into the online Activity Planning Form.

Driving Personal or University Vehicles:

Driving Private Vehicles:

- When driving a private vehicle, the vehicle owner's insurance is the primary coverage, and each driver and owner must carry at least \$100,000 dollars in liability coverage.

Driving University Vehicles:

- To drive a University van, drivers must be at least 20 years old, have a valid U.S. driver's license, successfully complete the Motor Vehicle Records check, have two years of driving experience, and have completed the University's on-line van driving training video. On the [Office of Risk Management Page](#), scroll down to the Resources section and select Van Training Program.
- To drive a university car, drivers must be at least 18 years old, have a valid U.S. driver's license, successfully complete the Motor Vehicle Records check, and have one year of driving experience.
- To begin the process of reserving a university vehicle, the online Activity Planning Form must be completed in BoilerLink by a representative of the student organization, at least 14 days prior to trip departure date.
- Once Transportation Service staff has received the notice of the online BoilerLink submission, they will process and include their confirmation of the request and give the estimate in their comments, on the discussion of the event online. The person who submitted the Activity Planning Form must confirm the vehicle reservation in BoilerLink within 2 business days.
- BOSO will use this information to verify and confirm fiscal approval on the cost of the rental.
- Two Risk Management approved drivers are required for each car or van, but more are recommended on longer trips. The RM01's and USA General or specific state Release Form must be submitted to BOSO five (5) business days prior to departure for processing.
- The BOSO Office will notify your organization that your vehicle request has been approved, through the event discussion comments. Your group is ultimately responsible for making sure all drivers are certified.
- All of the approval will occur online, and the names of the person(s) picking up vehicles will be required to complete your travel request.
- If you have any questions, about university vehicles please contact:

Transportation Services/EAC

765-494-2114 (Phone)

transportation@purdue.edu

Travel Guidelines:

Authorized Driver Certification (RM01):

- Student drivers must complete a [Request for Driver Authorization Form RM01](#) and deliver to BOSO if they will be:

- Operating a University Vehicle, or
- Operating a Personal Vehicle on University Business or for any other University purpose that requires submission of the Event/Activity form online to verify trip.
- Form RM01 will be forward by BOSO to Risk Management, who will conduct an MVR review.
- Volunteers and Graduate Students are also required to complete an RM01D or RM01S if they are driving on a student organization approved trip.
- Student drivers are allowed to operate a Vehicle on University Business while within the United States or Canada only. Student drivers may not operate a Vehicle on University Business or for any other University purpose in any other country. Graduate Students traveling abroad on official University Business are an exception to this restriction.
- Any Student who operates a Vehicle without complying with the provisions or who otherwise fails to comply with this policy, may be deemed not to qualify for Indemnification from the University, and may be subject to disciplinary action as deemed appropriate.

Rental Vehicles:

- Student organizations needing a rental vehicle to drive from/to Purdue should first attempt to rent a vehicle through Purdue Transportation Services using an Activity Planning Form before seeking an outside rental.
- Any student organization whose members are personally renting vehicles are encouraged to purchase additional insurance (liability & loss damage insurance) when using rental vehicles.
- Individual students should confirm with their personal insurance carriers that they have insurance on rental vehicles.
- Drivers **may not** transport more than eight people (including the driver) in any 12- or 15-passenger size van for off-campus events. This policy applies to all vans including, but not limited to, those owned, borrowed, rented, or leased.

Travel Distance:

During organization trips, safety is the number one priority. Accordingly, prior to travel, each trip will be reviewed based on several factors including distance, route, departure times, weather, number of drivers, etc. Trip approval does not eliminate the responsibility of club members to make sound decisions during the trip and reduce their amount of travel for a given day if conditions dictate.

The following travel distance requirements are for travel in regular motor vehicles. Travel by bus, train, or airplane has no mileage restriction, but are still subject to all other travel policies and approval processes.

- Trips will not exceed 650 miles (one way or round trip) in a 24 hour period unless approved by SAO. A detailed travel itinerary will be required, and may require an overnight stay.
 - *Any trip deemed unsafe will require itinerary changes prior to approval.*
- On any trip with one or more passengers, one passenger should always be acting as the Vehicle navigator.
- Any trip (or trip segment) exceeding six hours must include at least one fifteen-minute rest stop.
- Any trip (or trip segment) exceeding ten hours must include at least one thirty-minute (or more) stop in addition to the 15-minute rest stop.
- It is recommended that, whenever possible, multiple Authorized Drivers be utilized for trips that exceed six hours, to avoid driver fatigue. In any case, no driver shall drive more than twelve hours during any 24-hour period. Driving time is inclusive of rest stops.

Emergency Repair Procedures (for University Vehicles):

When emergency services are required for a university vehicle, use only qualified professional services and the following guidelines:

For a minor condition — up to \$200:

- Use the credit card supplied in the key case. If necessary, cash, personal check, or credit card can be used.
- Always obtain a receipt. Personal expenditures will be reimbursed at the Transportation Service Office upon return of vehicle.

For a major condition — over \$200:

- Get vehicle off the road and to a safe location if possible.
- Call Transportation Service at (765) 494-2114, or 1(800) 213-3626 (day or night). Transportation Service staff will advise you of the necessary procedure to repair or replace the disabled unit.
- Most vehicles have Roadside Assistance. Look for a sticker in the window, key case, or owner's manual in the glove box for information and phone numbers. Chevrolet Roadside Assistance 1-800-243-8872.
- If vehicle can be driven safely, continue on your trip as planned, and inform Transportation Service immediately upon returning to campus.

Accident Procedures:

If an accident occurs use the following guidelines:

- Notify area police immediately — before leaving the accident scene.
- Provide assistance at the accident scene. DO NOT RENDER FIRST AID UNLESS PROPERLY CERTIFIED.
- Exchange information with the other driver(s): by completing the red “In Case of an Accident” form provided in the vehicles glove box,
 - Gather the following items: driver’s name, address, city, state, zip code; driver’s license number, date of birth; license plate number, state, year; make, model, year, color of other vehicle.
- Get vehicle off the road and to a safe location if possible.
- All accidents are to be reported by the driver immediately to the Transportation Services Department and the University Police Dept.
- Call Transportation Service at (765) 494-2114, or 1(800) 213-3626 (day or night). Transportation Service staff will advise you of the necessary procedure to repair or replace the disabled unit.
- Most vehicles have Roadside Assistance. Look for a sticker in the window, key case, or owner's manual in the glove box for information and phone numbers. Chevrolet Roadside Assistance 1-800-243-8872.
- If vehicle can be driven safely, continue on your trip as planned, and inform Transportation Service immediately upon returning to campus.

Travel Abroad:

Student organizations traveling to ANY country outside the United States will need to complete the submission of the Activity Planning Form online through [BoilerLink](#). Each organization will find this on their profile page under Events, where you can click Create Event. This form must be submitted online at least 30 days in advance or more depending on the country your group will be visiting.

- **Countries listed as having a travel warning** will need additional approval before travel is approved. Below is a link for the Current US Travel Warnings. This can take up to 90 days. <https://travel.state.gov/content/passports/en/alertswarnings.html>
- **REQUIRED International Medical Insurance** – Approx. **\$32/month** per person must be purchased and cards obtained through Purdue Risk Management (student organization

will be billed by Purdue Risk Management office); provides more extensive medical and evacuation coverage; The application form is available online from the [Purdue Risk Management office](#); it must be submitted two weeks prior to departure date; funds may be collected by organization and deposited into the student organization account in the Business Office for Student Organizations (BOSO); BOSO will process the payment to Risk Management from the student organization account. You must complete the [RM23](#) form **(typed)** and faxed or emailed to Lois High in the Risk Management Department at 765-496-1338.

- **Put together an Information Packet on each traveler:** This packet should accompany the group in the possession of the person in charge of the trip. A copy of this packet can be left with the advisor as an emergency contact. The Information Packet must include the following:
 - **Vital Pages of the Student's Passport**
 - **Emergency Contact Information Form**
 - **Statement of Responsibility and Assumption of Risk** – for any student less than 18 years of age must also include signature of parent/guardian
 - **Medical Information Form**
 - **Documentation of Study Abroad Insurance Coverage**

Suggested Activities to Prep for the trip:

Plan/Arrange Orientation Activities

Orientation must include discussion of issues related to health/safety abroad in the country (ies) being visited; country and program-specific information should also be presented. The following are topics that should likely be addressed in an orientation:

Travel and Packing

- Travel arrangements (itinerary, times, etc.)
- Time to arrive at airport
- Check-in procedures (security, weight limits)
- U.S. Customs procedures upon return (no fruits, vegetables, meats)
- Packing list/tips (include discussion of appropriate clothes/dress)
- Prescription medicines, contacts, etc.
- Other medicines to pack (Imodium, headache medication, sun block, etc.)

General Information:

- Communicating with family/friends back home (email access, phone cards)
- Money matters (how much to take and in what form)
- Cultural Do's / Don'ts

Health and Safety Issues:

- Brief discussion of insurance coverage
- Water and food concerns
- Traveling in taxis and on buses
- How to avoid being a victim of crime
- Where to go/not go
- How to avoid being too American...
- What to do if you get sick
- How/where to contact group leader(s)
- Attitudes toward alcohol
- Sexual attitudes/norms
- Sexually transmitted diseases