

**DARTON COLLEGE TRAVEL POLICY
STUDENT ACTIVITIES FUNDED EVENTS**

I. Purpose

- A. To provide a framework for safe and efficient student travel for the Darton College Student Activities Program.
- B. To assign responsibility and accountability for enforcement.

II. Applicability

- A. For purposes of this policy, Student Activities Programs are defined as:
 - Darton College Chartered Clubs
 - Darton College Chartered Organizations
 - Student Activities Funded Events

III. Responsibility for Administration

- A. The Darton College Vice President for Student Affairs shall be responsible for overall administration. The Darton College Vice President for Student Affairs or his/her designee shall provide a copy of this policy to every faculty or staff member traveling with students and maintain on file in his/her Office a signed certificate by each individual stating he/she has read and understands the policy.
- B. The Darton College Vice President for Student Affairs or his/her designee shall have the responsibility to verify the type vehicle recommended for use for travel is in compliance with the policy. Individuals requesting Student Activities Funded Travel Activities are responsible for developing their travel plans, to include recommended vehicle types, and gaining written approval from the Vice President for Student Affairs in advance of the travel date or subsequent changes.
- C. The Darton College Vice President for Student Affairs or his/her designee shall review and recommend revision, as deemed appropriate to the policy annually, in accordance with institutional guidelines on policy revisions.

IV. Accountability

Any individual knowingly violating this policy will be suspended with or without pay until a determination has been made by the Darton College Vice President for Student Affairs or his/her designee as a result of the completion of the investigation of the violation. Violations may result in disciplinary action or termination.

V. Supplemental Insurance

Darton College will procure and maintain in effect a catastrophic accidental insurance for travel connected to Student Activities Travel Program.

VI. Types of Vehicles used for Student Activities Travel and Requirements for Operation

General Requirement: Faculty, staff and other individuals approved by the Vice President for Student Affairs may drive vehicles used for student travel, if the specific requirements for the vehicle are met. Drivers must be employees of Darton College or contracted by the College.

A. SUV/Automobiles/Minivans (Specific Requirements)

1. Drivers must be at least 21 years of age, have a valid and approved driver's license and be rested (Six hours of sleep within the last 24 hours).
2. A check of the designated driver's license history for the past 7 years indicates no major violations (Aggressive Driving, Vehicular Homicide, Driving Under the Influence, Unlawful Passing of a School Bus or Exceeding the speed limit by more than 24 miles an hour) or other violations which total 6 or more points on the Georgia Point System.
3. Vehicles are limited to five (5) occupants including the driver.
4. No towing of trailers or carrying of equipment or luggage on top of the van.
5. All occupants of vans are required to wear seat belts correctly at all times.
6. Faculty/Staff/Advisors are encouraged to spend the night on the road due to unsafe weather conditions and/or physical condition of the driver.
7. No travel between 2:00 am and 5:00 am unless an approved second driver is available.
8. Required rest stops every two hours.
9. No exceeding of posted speed limit.
10. Plant Operations is responsible for maintaining and repairing college owned vehicles.
11. Only Darton College employees or students currently enrolled at the College are permitted to travel in college owned vehicles.
12. Time of return to the College will be included on the mileage forms when using Darton College vehicles.

B. Twelve and Fifteen Passenger vans

1. Drivers must be at least 21 years of age, have a valid and approved Class B Commercial Driver's License whether or not required by law and be rested (Six hours of sleep within the last 24 hours).
2. A check of the designated driver's license history for the past 7 years indicates no major violations (Aggressive Driving, Vehicular Homicide, Driving Under the Influence, Unlawful Passing of a School Bus or Exceeding the speed limit by more

than 24 miles an hour) or other violations which total 6 or more points on the Georgia Point System.

3. Drivers must submit to health check as required by the license, or upon hiring, must pass a medical exam and pass an annual exam thereafter. The Drivers Medical Clearance Form will be signed by a licensed MD or DO. (See Appendix A for Form). Darton College will reimburse for the cost of the exam not covered by the individual's insurance.
4. Drivers will be subject to random drug testing to be paid by Darton College.
5. Only vans with a 155 inch wheelbase equipped with "E" rated radial tires, or equivalent, properly inflated will be allowed to transport teams. In cases when it is necessary to lease vans from a commercial vendor or when vans are provided as a courtesy, team travel is authorized even if the van does not meet the 155 inch/"E" criteria, but travel will be limited to 100 miles one way.
6. Twelve passenger and fifteen passenger vans shall be loaded with no more than seven (7) passengers and equipment.
7. No towing of trailers or carrying of equipment or luggage on top of the van.
8. All occupants of vans are required to wear seat belts correctly at all times.
9. Faculty/Staff/Advisors are encouraged to spend the night on the road due to unsafe weather conditions and/or physical condition of the driver.
10. No travel between 2:00 am and 5:00 am unless an approved second driver is available.
11. Required rest stops every two hours.
12. No exceeding of posted speed limit.
13. The driver will be responsible for completing and signing the Vehicle Inspection Form immediately prior to use. Plant Operations is responsible for maintaining and repairing college owned vehicles.
14. Only Darton College employees or students currently enrolled at the College are permitted to travel in college owned vehicles.
15. Time of return to the College will included on the mileage form when using Darton College vehicles

C. Buses (Specific Requirements)

1. When more than 20 passengers are part of the land travel party, a bus or mini-bus shall be used.
2. Buses may be used to transport to away venues, transport to hotels from airports, and transport from hotels to venues.
3. Approved buses for student transport are motor coach common carriers or institution leased, own or operated over-the-road bus transports or institution owned buses.

4. Drivers employed by the Darton College must have a valid and approved Class B Commercial Driver's License and be rested (Six hours of sleep within the last 24 hours)
5. Chartered bus drivers will follow the laws and regulations of State of Georgia.
6. Drivers employed by Darton College must submit to health check as required by the license, or upon hiring, must pass a medical exam and pass an annual exam thereafter.
7. Drivers will be subject to random drug testing to be paid by Darton College.
8. A check of a Darton College employee driver's license history for the past 7 years indicates no major violations (Aggressive Driving, Vehicular Homicide, Driving Under the Influence, Unlawful Passing of a School Bus or Exceeding the speed limit by more than 24 miles an hour) or other violations which total 6 or more points on the Georgia Point System.
9. Drivers using the Darton College bus will be responsible for completing and signing the Vehicle Inspection Form immediately prior to use. Plant Operations is responsible for maintaining and repairing college owned vehicles.
10. Only Darton College employees or students connected with the College are permitted to travel in college owned vehicles. Other individuals are allowed to travel on chartered buses.
11. Faculty/Staff/Advisors are encouraged to spend the night on the road due unsafe weather conditions and/or physical condition of the driver.
12. No travel between 2:00 am and 5:00 am unless an approved second driver is available.
13. No exceeding posted the speed limit.
14. Time of return to the College will be included on the mileage forms when using Darton College vehicles.

D. Air Transportation

Commercial air carriers may be used for the purposes stated and are subject to the provisions below:

1. Commercial Airlines

Commercial airlines are the only acceptable means of air travel for student travel. Tickets must be procured under the travel guidelines established by Darton College.