STUDENT ORGANIZATION TRANSPORTATION REQUEST

10/1/2015

**Forms should be submitted 2 weeks in advance of the planned trip.** Attach additional pages to this form as necessary to provide all required information and supporting documentation. It is the Student Organization’s responsibility to contact Transportation Services at 744-7945 for confirmation of request approval, as signed approval from Campus Life does not guarantee the request will be approved by Risk Management or that vehicles will be available for use. All student organization travel vehicles will be external Enterprise leases.

Name of Student Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group Status: “Registered” [ ]  or “Recognized” [ ] : Check One

Fund number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **E-MAIL** for confirmation: ­­­­­­­­\_\_­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Trip:

 Beginning Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Ending Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type (#) of Vehicle(s): Van (12 passenger) \_\_\_\_\_\_\_\_\_\_\_ Mini-Van (6 Passenger) \_\_\_\_\_\_\_\_

 Van (10 passenger) \_\_\_\_\_\_\_\_\_\_\_ Mini-Van (8 passenger) \_\_\_\_\_\_\_\_

 Tahoe (7 passenger) \_\_\_\_\_\_\_\_\_\_\_ Sedan \_\_\_\_\_\_\_\_

 Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe purpose of trip; include itinerary and destination points, as well as any planned overnight stays: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**The listed documentation must be attached: (1) Conference/meeting/trip agenda; (2) copies of driver license and insurance verification for each driver; (3) Copies of certificate of Precision Driving if required; (4) map (Mapquest or Google maps) showing planned route and driving time; (5) accurate list of students transported.**

Person to call for clarification:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Personal

Name(s) of Driver(s): Driver’s License No.: Expiration Date Ins. Policy#

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\* **NOTE:** **Please note that all drivers must be over 21 to drive an Enterprise vehicle out of state**. Drivers may incur personal liability in the event of an accident. Only drivers listed are allowed to drive the vehicle if approved. Please note that vehicles designed for more than 7 passengers require completion of the Precision Driving Course. Use additional page if necessary.

Authorization Signatures: **Phone #** **Date**

 Student Organization President: \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

 Faculty/Staff Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Campus Life Director or Dept. Head: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

 (or Designee)

For Use by Risk Management Office:

 Request Approved: Yes \_\_\_\_No \_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

 OSU Dir.- Risk Mgmt. (or Designee)

For cancellation or confirmation, call Transportation Services @ 744-7945.

THE RISK MANAGEMENT APPROVAL PROCESS

**Forms should be submitted 2 weeks in advance of the planned trip.** Attach additional pages to this form as necessary to provide all required information and supporting documentation. It is the Student Organization’s responsibility to contact Transportation Services at 744-7945 for confirmation of request approval, as signed approval from Campus Life does not guarantee the request will be approved by Risk Management or that vehicles will be available for use.

Prior to approval by Risk Management, all Student Organization Transportation Request forms shall be completely filled out, including destination and itinerary, including any overnight stops en-route and during return. The following attachments are **required**:

1. Published conference agenda/meeting information.
2. Copies of Driver Licenses and insurance verification for each person whom will drive the vehicle(s) during the trip (and Certificate of Precision Driving course being completed if using 12-15 passenger vans)
3. A map showing the planned route of travel to destination, interim planned stops, and including driving time
4. A complete listing of the students being transported, including CWID number or emergency contact info.

All requests are reviewed for the following;

1. Completed Transportation Request, including all required attachments
2. Group Status
3. Funding Account number
4. Purpose of trip
5. Destinations and driving time (trips over 10 hours will require 2 drivers per vehicle)
6. Status of Driver License(s) and Insurance verification(s) (are they current, covering all dates of the trip?)
7. Proper signatures

If the Transportation Request is approved as official University business, the approved form will be forwarded to Transportation Services. Transportation Services will email the reservation number to the email given on the form, including confirmation number(s) for the rental.

If the Transportation Request is denied for University owned vehicle usage, it will be returned to Campus Life for notification of the group. It may still be possible for Transportation Services to arrange an outside rental, at comparable rates, for the use of the Organization. Organizations should make potential drivers aware that the driver is not covered by University insurance policies (liability and physical damage) if the trip is not considered official University business.

Examples of Official University Business

1. Representation of the University at a regional/national leadership conference, regional/national scholastic contest, or regional/national organizational events by an academic club
2. Trips with educational agenda related to the group’s stated objectives, and led by OSU faculty
3. Attendance at Professional Organization conference/contests related to the group’s stated objectives
4. To provide transportation at local conferences to outside attendees at OSU hosted conferences listed above

Examples of items that are not considered University business (not all inclusive)

1. Social Fraternity/Sorority/Club trips or events
2. Sports club/recreational club trips and contests
3. Social conferences/events without a designated educational agenda

In addition, all those with oversight of Student Organization travel should read the entire applicable Policy documents below prior to approving any trip, using the Policy Letters for a starting point for discussion to insure that those actually driving are aware of their responsibilities and the potential problems that may arise.

Our first request is for an agenda for the travel, including a conference/meeting agenda, travel itinerary, and destination points if any stops are planned. This also includes the purpose of a trip. The stated purpose of the trip, backed by supporting documentation, is used to determine if a trip is official University business. If the trip is determined to be official University business, the Student Organization may use OSU owned transportation if available. If the trip is determined not to be official business, the University can still arrange transportation via contracts with an external vendor for vehicle(s). If the Student Organization secures transportation from an external vendor the organization is still required to follow the policy guidelines, as well as meet all external vendor requirements.

The determination of “official University business” is important. Only while on official business is insurance coverage available from the University in case of an accident. If the trip has been determined not to be official business, the driver’s insurance becomes responsible.

The second request is for driver license and current insurance verification forms, and for proof that a Certificate of Precision Driving had been received when applicable. These items are for the protection of the University, to prove that the driver(s) is/are legal and insurable under the requirements of Policy 1-0133.

The third request is for a Mapquest or route map. Current policies restrict both driving time and mileage driven by any driver. It is required to demonstrate either the trip is under 10 hour per driver requirement of Policy 1-0133, while keeping in mind the speed restrictions on 12 and 15 passenger vans imposed by Policy 3-0160 of 65 MPH maximum.

The fourth requirement is a list of students being transported. The use of this information is for both Risk Management and the person having initial responsibility for the trip. By requiring this information at time of departure, these records will be kept in a centralized spot where it can be easily and quickly accessed in an emergency.

In addition, knowing the number of students traveling in advance aids in determining the number of vehicles required. Under Policy 3-0160 Sedans, Minivans, and Pickups are limited to the number of available seatbelts, while 15 passenger vans are limited to 12 persons. 12 passenger vans are limited to 10 persons. These restrictions apply even when using non-University vehicles. The enforcement of these restrictions is the sponsor’s responsibility. Providing complete information concerning students being transported at the time the request is submitted is not always possible, so partial information is acceptable, as long as complete information is given to Transportation Services at the time the vehicle is checked out. It is the responsibility of the University Authority (department head, or Student Organization advisor) to ensure compliance with these policy statements.

Policies that affect Student Organization Transportation requests are listed below.

<https://stillwater.sharepoint.okstate.edu/Policies/Shared%20Documents/Student%20Travel.pdf>

Policy 1-0133 Student Travel

<https://stillwater.sharepoint.okstate.edu/Policies/Shared%20Documents/Transportation%20Services%20Motor%20Pool%20and%20Motor%20Vehicle%20Service%20Station.pdf>

Policy 3-0160 Transportation Services