

Sport Clubs Driver Form

I, _____, the undersigned, as driver of a vehicle for the _____ Team, acknowledge my responsibility for the safety of individuals that I transport. I will make every effort to drive within the limits of the law and to always drive with discretion. I affirm that I hold insurance to meet the California minimum requirements and I understand that I will be held personally responsible for injuries and property damage resulting from a vehicle accident where I am the driver. By signing this form I verify that all information listed above and below is true and I agree to the terms described in this document and the requirements of the UCR Sports Club Transportation Guidelines.

Driver's Signature

Date

Driver's License Number

State

Expiration Date

Make and Model of Auto

Auto License (include state)

Auto Insurance Name

Policy Number

Additional Forms required to be attached to this form:

1. Copy of current auto insurance card (front and back)
2. Copy of Driver's License

Previous Driving Record:

Have you been convicted of Driving under the Influence of Alcohol within the last 4 years?

Yes ____ No ____

Have you been convicted of Reckless Driving within the last four years?

Yes ____ No ____

Have you been convicted of Speeding at more than 10 MPH over the posted limit within the last 2 years?

Yes ____ No ____

If you have answered yes to any of the three previous questions, your eligibility to drive for a University of California-Riverside Sports Club must be approved by the Campus Recreation Director.

Campus Recreation Director

Approval Date

Note: By signing this document I verify that I have read the UCR Sport Club Transportation Guidelines.

UCR Sport Club Transportation Guidelines

February 3, 2016

By its nature, Sport Club participation involves regular travel. Club participation is entirely voluntary, and transportation is the responsibility of each Club. In order to promote safety and security, this manual was prepared to provide guidance regarding transportation in connection with Sport Club activities. All Sport Club travel must adhere to the guidelines outlined in this manual.

DRIVER APPROVAL

Each driver must be approved in advance by the Recreation Director (or designee). Approval may be granted, denied, or rescinded at the sole discretion of the Recreation Director (or designee). To be considered for approval, the driver must meet the following minimum driver requirements:

- A. All drivers must be at least 18 years old, have at least one year of driving experience, and meet the insurance standards noted below.
- B. All drivers must possess a valid California driver's license or equivalent. Students with an International driver's licenses will be evaluated on a case by case basis.
- C. All drivers will have no more than 3 (three) violation points in a 12 (twelve) month period and/or no more than 5 (five) points in an 18 (eighteen) month period.
- D. All drivers accumulating six or more violation points within an 18-month period will be excluded from driving.
- E. At least once per academic year (or more frequently if requested by the Recreation Director or designee), individuals driving personal cars must submit a current copy of their Automobile insurance card and sign the UCR Sports Club Driver Form prior to traveling. These forms will be reviewed and students will be given final approval to drive by the Recreation Director or his designee.
- F. Drivers who drive University vehicles may be subject to additional requirements.

AUTOMOBILE INSURANCE

A. Before using a privately owned vehicle for travel, students are required to affirm they hold insurance to meet the California minimum requirements and to acknowledge they will be personally responsible for injuries and property damage resulting from a vehicle accident. This confirmation is designated on the UCR Sports Club Driver Form. Currently California state law requires the owner to possess the following liability

- \$15,000 per personal injury to, or death of, one person.
- \$30,000 for personal injury to two or more persons in one accident.
- \$5,000 for property damage.

B. Carrying proof of insurance coverage is required by law. Additionally, the driver must meet safe driving requirements, based upon his or her submitted DMV report.

TRAVEL FORMS

A. Sports Clubs: At least **FOUR DAYS BUSINESS DAYS** prior to each scheduled trip, a ***Travel/Itinerary Form*** must be submitted to the Sport Club Coordinator. Changes may be made up to forty-eight (48) hours in advance of departure time.

B. **UPDATES:** It is the responsibility of the person in charge to update changes to the travel waiver or itinerary form and submit a copy to the Sport Club Coordinator prior to departing.

C. **DIFFERENT LOCATIONS:** If students are leaving from different locations outside of the San Diego area and/or at different times, each Sport Club athlete must complete an individual travel form.

D. Failure to provide the completed travel forms by the required deadlines may result in denial of participation in the next scheduled team event or other corrective action as appropriate under the circumstances.

LONG DISTANCE DRIVING

Clubs and team members traveling out of the Southern California region (defined as south of Cal Poly San Luis Obispo to all existing state/country borders) must arrange for professional means of transportation (bus, train or airplane). Travel outside of this region must be approved in advance by the Campus Recreation Director.

A. All bus contracts must be submitted to the Campus Recreation Director at a minimum of three weeks in advance of the planned trip. The contract will be reviewed by University legal counsel. After review and approval the Campus Recreation Director will then sign off and send to the bus company the approved contract. All departments who contract for the services of a commercial bus must comply with the following:

1. Department of Transportation SAFER rating: At least annually, and prior to the first contracted engagement, the contracting department must review the Department of Transportation SAFER rating for the vendor. The rating must be Satisfactory.
[Http://safer.fmcsa.dot.gov/CompanySnapshot.as](http://safer.fmcsa.dot.gov/CompanySnapshot.as)

Insurance Requirements: Vendor must supply a certificate of insurance with the following limits: a. Commercial General Liability: \$5,000,000 minimum b. Vehicle Liability: \$1,000,000 c. Workers Compensation: state minimums

B. All payments for expenses related to Sports Club travel must be made by the Campus Recreation Business Coordinator, and will be charged to Sports Club accounts.

C. Clubs traveling out of the Southern California travel zone must have a University approved chaperone (coach, advisor or designee). This advisor/coach/designee must travel with the team and assume a role of responsibility for the supervision of Club member actions, resolving issues, and supporting Club members in case of emergency.

Amended:

The Recreation Director following consultation with the University Risk Manager may approve an exception to the requirement that professional means of transportation be utilized for travel outside of

the Southern California region. If an exception is approved, the following rules must be followed, in addition to any other requirements imposed by the Recreation Director:

A. Clubs and members cannot drive for more than eight (8) hours or 350 miles in any given 24-hour period.

B. The majority of the driving must be during daylight hours; therefore, groups should not depart after 1:00 p.m.

C. There must be two or more drivers for all trips exceeding four hours or 200 miles; drivers should rotate every four hours or 200 miles (whichever is first) and take a minimum 20-minute break for every two hours of driving.

D. On long distance trips, the front seat passenger is expected to assist the driver with navigation, by watching the road and attending to the driver's comfort (music, AC, defrost, etc.) as well as good conversation.

E. Experienced drivers should be used in environmental situations that require such a driver (i.e. snow).

VAN RENTAL USE

Sports Clubs may not rent 10 to 14 seat passenger vans without a class B certified driver and the approval of the Sport Club Coordinator/Campus Recreation Director. When a team flies to competition smaller vans may be rented to transport team members to the competition venues and team hotels.

Sport Clubs may NOT rent or use 15-passenger vans or larger at any time for travel.

A. Clubs must travel with their risk management binder supplied by the Campus Recreation Coordinator. This binder will include copies of all participants' medical insurance cards, release of liability forms, emergency contact information, injury report forms and possible emergency room locations.

B. Clubs are required to have or check out a first aid kit from the Athletic trainer for all away contests.

TRIP LEADER RESPONSIBILITIES

Each trip must have a designated trip leader or "person in charge". If the club advisor/coach is not able to travel with the club on a trip, then he/she must delegate his/her authority to a "person in charge". This individual must be a registered club officer and listed as the "person in charge" on the travel form. The "person in charge" must:

A. Carry a credit card on the trip for emergency purposes.

B. Ensure that multiple vehicles stay in touch in case of an emergency during the trip. Each driver should have a list of the cell phone numbers for the drivers of the other vehicles.

C. Enforce driver and "shotgun" passenger changes and mandatory rest stops.

D. Enforce behavior guidelines and alcohol/illicit drug policies.

E. Enact emergency response plan in case of an accident or if needed.

F. Supervise the conduct of all participants on the trip, ensure that everyone drives responsibly, and enforce the policies, rules and guidelines identified in this manual.

G. Ensure that all drivers have a copy of the following on file:

- ☐ Current operator license;
- ☐ Proof of vehicle insurance;
- ☐ Department of Motor Vehicles (DMV) driving record.

H. Provide any final updates to the travel itinerary to the Sport Club Coordinator no later than 48 hours prior to departure.

SAFE TRIP DRIVING GUIDELINES

Safety is a priority consideration when it comes to Sport Club transportation practices. Drivers are expected at all times to be mature, responsible and committed to the safety of others. In addition, drivers are expected to follow these guidelines:

A. **OUTSIDE INSPECTION:** Before the trip begins, walk around the vehicle and perform a visual inspection of the exterior and look for any new damage or anything obviously wrong (low tire pressure, headlights, turn signal lights, taillights, brake lights, fluid levels, spare tire/jack, emergency kit: first aid kit, flare/markers, fire extinguisher, broken windows, etc.)

B. **INSIDE INSPECTION:** Before or after adjusting the seat, check the following: steering wheel, side view mirrors, make sure you have a vehicle registration, insurance card, Emergency Guidelines and vehicle's owner's manual. Double-check the horn, windshield wipers, seat belts, defroster/heater and emergency flashers.

C. **REVIEW DIRECTIONS:** Before you depart, familiarize yourself with the driving directions, maps and any other details of getting to your destination.

D. **BEFORE BACKING UP:** Check to see that there is nothing behind the vehicle and/or if you are in a tight space, have someone stand outside the vehicle in an appropriate position to "spot" you.

E. **DRIVE DEFENSIVELY—MANY OTHERS DO NOT.** This includes constantly being alert to possible hazards. Look ahead of immediate traffic to anticipate potential problems such as flashing lights, brake lights, swerving cars/trucks, merging vehicles from on ramps, construction zones, animals and/or pedestrians to name a few.

F. **DRIVE THE SPEED LIMIT:** The maximum speed limit on most California freeways/highways is 65 mile per hour (mph). However, for two-lane undivided highways, the maximum speed limit is 55 mph. Road conditions and/or traffic requires that you slow down to match the environment.

G. **DRIVE CONSERVATIVELY:** You should drive as if you are not in a hurry. Arriving safely is more important than arriving quickly.

H. DO NOT EXCEED YOUR SIGHT DISTANCE & BRAKING ABILITY. In other words, you need to be able to stop safely if something suddenly obstructs the road in front of you. Examples include curvy roads and blind corners, or driving in the fog, heavy rain or snow.

I. OBEY ALL TRAFFIC LAWS. You are expected at all times to comply with all applicable traffic laws. Obtaining a moving vehicle violation while driving will result in the suspension of your future driving privileges.

J. NO ALCOHOL: UCR has a strict **12 Hour “Bottle to Throttle” Policy**. This means NO consumption of alcohol within 12 hours prior to the start of driving. This also includes any prescription medication that may cause drowsiness or the use of any illicit drugs. No alcoholic beverages are allowed at any time in the vehicle.

K. DRIVE WITH BOTH HANDS ON THE WHEEL. The driver is responsible for concentrating on driving and safely “two handing” the steering wheel. The “shotgun” passenger – and not the driver - should be responsible for changing music, adjusting the defroster, or engaging on tasks other than driving.

L. USE THE TRANSMISSION TO HELP BRAKE OR HOLD SPEED DOWN. When descending steep or long hills that require constant braking, downshift to a lower gear; you will feel the braking effects of the engine slowing the vehicle. At the very least, turn off the overdrive button, if available, on the gear shift selector.

M. WHEN DRIVING IN POOR WEATHER. In poor weather, you should reduce your speed. Drive conservatively with the assumption that the drivers around you may not be experienced driving in wet, slippery, icy, or foggy conditions.

N. WINDY CONDITIONS = SLOW DOWN! The greater the speed, the more difficult it may be to control your vehicle in windy conditions.

O. WHEN DRIVING ON CITY STREETS. Be aware that people will pull out of parked spaces without looking. Scan vehicles for drivers and locate the white back-up lights to determine if drivers have placed their vehicle in reverse gear.

P. MASTER THE USE OF BOTH SIDE VIEW MIRRORS. Realize that the side view mirrors on many passenger side vehicles distort distances. If equipped use the “fish eye” or small bottom mirror to your advantage to best judge distances of vehicles traveling behind you. The “fish eye” mirror also works well for judging your distance from the shoulder of the road. This is very important on gravel roads where the shoulder may be soft or non-existent.

Q. REDUCE SPEED WHEN TOWING A TRAILER. When towing a trailer, vehicle speeds should be reduced to no more than 55 miles per hour.

R. SWITCH DRIVERS OR TAKE A BREAK IF THE DRIVER IS FATIGUED. If the driver is tired, or if the “shotgun” passenger feels the driver is tired and verbalizes this to the driver, then the driver should pull over at the first appropriate

CELL PHONE USE/TEXTING

A. CELL PHONE USE: California state law prohibits the use of handheld cell phones while driving.

B. ANSWERING A CALL: If you must keep your cell phone turned on while you are driving, allow a passenger to answer the call or safely pull off the road before you answer the call.

C. PLACING A CALL: Under no circumstances should drivers place cell phone calls while operating a motor vehicle.

D. 911 CALLS: The law exempts 911 calls and/or emergency calls.

E. HANDS FREE DEVICE: Although the law permits a hands free (Bluetooth) device to be used, doing so is strongly discouraged.

F. TEXTING: California law prohibits texting while driving. If you receive a text or must send one, someone else in the vehicle must read and respond to the text message for you. If you are driving by yourself, you may read and respond to the text only after pulling over to a safe location.

TIRE INFLATION

A. AIR PRESSURE: Safe operation of your vehicle requires that your tires be properly inflated. Remember that an automobile tire can lose up to half of its air pressure without appearing flat.

B. TIRES: Regularly check the tire inflation. If a tire looks lower than the others, use a tire gauge to check pressure of all tires and adjust if required.

PASSENGERS

A. THE DRIVER IS RESPONSIBLE. The driver is responsible for the safety of all passengers in the vehicle and may be held personally liable in the event of an accident.

B. SEAT BELTS ARE THE LAW! There must be one seat belt per occupant. All passengers are required to wear their seatbelts whenever the vehicle is in gear. This is the law and extensive research has shown this is the safest way to travel. Drivers should not only verbalize the above sentence to their passengers, but visually check, along with their “shotgun” passenger, to ensure everyone is buckled-up correctly.

C. ELIMINATE HORSEPLAY AND MINIMIZE DISTRACTIONS. To minimize driver distractions, it is the “shotgun” passenger’s responsibility to ensure that the passengers do not engage in inappropriate behavior or horseplay.

D. ON CURVY ROADS—SLOW DOWN! On curvy roads, be safe and slow down; take curves as smoothly as possible.

E. DON’T PICK UP STRANGERS OR PERSONS UNAFFILIATED WITH TRIP: Never pick up hitchhikers, strangers, or others who are not affiliated with the Sport Club.

DRIVING AT NIGHT

To promote safety while driving before dawn or after dusk:

- A. Inspect all exterior lights to ensure that they are clean.
- B. Reduce your speed and increase your following distances.
- C. Don't overdrive your headlights. You should be able to stop inside the illuminated area.
- D. If an oncoming vehicle doesn't lower its high beams from high to low, avoid glare by watching the right edge of the road and using it as a steering guide.
- E. Make frequent stops for snacks and exercise. Do not drive if you are fatigued.

DRIVER FATIGUE

Drivers who are fatigued, or who are observed by a passenger to be fatigued, should not drive.

- A. The front seat passenger should serve as a conversation partner with the driver.
- B. Adjust the vehicle's interior environment to help keep the driver alert. Keep the temperature cool, with open windows or air conditioning in the summer and frugal amounts of heat in the winter. Turn the volume of the radio up and switch music frequently avoiding soft, sleep inducing tunes.
- C. Frequent breaks (at least every two hours) as required.

DRIVING IN THE RAIN

A. Prevent skidding by driving slowly and carefully, especially on curves. If you do find yourself in a skid, remain calm, ease your foot off the gas and brake firmly as you steer into the skid.

B. Hydroplaning can occur when the water in front of your tires builds up faster than the vehicle's weight can push it out of the way. The water pressure causes the vehicle to rise up and slide on a thin layer of water between your tires and the road. At this point the vehicle can be completely out of contact with the road, and you may be in danger of skidding or drifting out of your lane or possibly off the road itself. To avoid hydroplaning, keep your tires properly inflated, maintain good tread on your tires and replace them when necessary. Slow down when roads are wet, and stay away from puddles and pooling water. If possible, try to drive in the tire tracks of the vehicle in front of you. If you find yourself hydroplaning, brake normally and steer. If your vehicle has anti-lock brakes, the vehicle's computer will mimic a pumping action, when necessary.

C. A defensive driver adjusts his or her speed to the road conditions in time to avoid having to use any of the above measures.

DRIVING DEFENSIVELY

Driving defensively means not only taking responsibility for yourself and your actions but also keeping an eye on the other vehicles on the road. The National Safety Council suggests the following guidelines to help reduce your risks on the road:

- A. Don't start the engine without ensuring that everyone has properly secured their seat belts.

B. Lock all doors.

C. Avoid driving either too quickly or too slowly, which can increase the likelihood of an accident or collision.

D. Be alert! If you notice that an automobile is straddling the center line, weaving, making wide turns, stopping abruptly or responding slowly to traffic signals, the other driver may be impaired.

E. Avoid an impaired driver by getting off the road as soon as possible. If the automobile is oncoming, pull over as far as possible, flash your lights and sound your horn.

F. Follow the rules of the road. Don't contest the right of way or try to race another vehicle during a merge. Be respectful of other drivers.

G. Don't follow the automobile ahead of you too closely. Always use a "three to five second following distance" rule.

H. While driving, be cautious, aware and responsible.

I. Do not overload the vehicle.