TRIP GUIDELINES:

a. On any trip with one or more passengers, one passenger should always be acting as the Vehicle navigator.

b. Any trip (or trip segment) exceeding six hours must include at least one fifteen-minute rest stop.

c. 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.

d. 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.

e. Student and Volunteer drivers may be subject to further restrictions of time and distance at the discretion of their department or the Dean of Students.