CLUB SPORTS
DRIVER AUTHORIZATION PROGRAM
Introduction

This program is designed to make you aware of your responsibilities as a club sport driver. After completing this tutorial you will be able to:

- Identify hazards related to club travel
- Explain University & club travel policies
- Explain emergency & accident response procedures
Any individual who will be driving on behalf of their club must complete the training and be approved through Club Sports.

- Club members
- Coaches
- Faculty/Staff Advisors
Authorization Process

- The Club Sport Driver Authorization is valid for one-calendar year from last completion.

- To complete the authorization process, the following components must be achieved:
  - Completion of appropriate WebCert certifications
  - Submission of required documents to Club Sports
  - Acceptable driving record
  - Possession of a valid driver’s license
Driver Responsibility & Travel Hazards
Driver Responsibilities

- YOU are responsible for the safety of your passengers
  
  Take this responsibility very seriously

- Ensure everyone is buckled up at all times
- Keep windows clear of obstructions
- Accommodate for weather, traffic, construction, etc.
Driver Responsibilities

- Follow all parking and traffic regulations
  - Do NOT speed
  - Reports of violations will result in loss of driver eligibility
- Be courteous to other drivers/pedestrians
- Communicate all incidents to the club President
Club Travel Hazards

- **Poor Weather**
  - Increases stopping time
  - Decreases vehicle control
  - Reduces visibility

  **Remember:** Slow down and do not use cruise control during bad weather
Club Travel Hazards

- **Driver Fatigue**
  - Switch drivers every 3 hours
  - Front seat passenger should stay awake & alert with driver

- **New Routes**
  - Each vehicle should have maps and route
  - Be prepared and know where you are going

- **Unfamiliar Vehicle**
  - Make adjustments when you sit down
  - Review instruments in advance
University & Club Sport Travel Policies
Types of Club Travel

- **University Vehicles**
  - Bus
  - 8 Passenger Van
  - 7 Passenger Van
  - 5 Passenger Car

- **Private Vehicles**
  - Vehicle proof of insurance must be on file

- **Charter Service (plane, train, bus)**
  - No limit on distance or duration
  - When traveling to airport, bus station or train station, drivers must be approved if not a part of a chartered service
University Travel Policies

- **University Van Policies**
  Driver must...
  - be at least 20 years old
  - possess a valid U.S. driver’s license
  - have at least 2 years driving experience

- **University Car Policies**
  Driver must...
  - be at least 18 years old
  - possess a valid U.S. driver’s license
  - have at least 1 year driving experience

- **Private Vehicles**
  - Vehicle owner must provide proof of insurance
Club Travel Policies - Guidelines

**Travel Distance**
- A detailed travel itinerary is required for:
  - Trips exceeding 300 miles one way
  - Trips with an arrival time of midnight or later
- Trips will NOT exceed 650 miles one-way or round trip within a 24 hour period unless using a charter service

**Alcohol Use & Conduct**
- Use of alcohol is not permitted at any time during club sport trips
- Do NOT misrepresent your club, Club Sports, or Purdue
  
  ***Violations will result in severe penalties to the club***

**Other Guidelines**
- Do not transport individuals that have not been listed on the travel roster
- An additional travel itinerary must be submitted for any member whose travel differs from what is listed on the Travel Roster
Club Travel Policies - Documents

- At least one copy of the following documents are required in the carpool:
  - Club Sports Emergency Contact Card
  - Member Travel Roster

- At least one of the following items are required in each vehicle:
  - Directions to the location
  - Contact information of recognized officers
  - Communication device
  - **Two eligible drivers**
Emergency & Accident Response
Accident Procedures

- Check for injuries, respond accordingly
- Notify area police immediately
- Review "In Case of an Accident" form provided in vehicle's glove box
  - Exchange information with other drivers
- Assess vehicle condition
  - Follow necessary repair procedures (for University vehicles) depending on condition of vehicle
- Report accident immediately to Club Sports administrator
  - Contact information found on Emergency Contact Card
When and who to call

- In the event of a minor accident with minor injuries
  - Call the Assistant Director of Club Sports, leave a message if unavailable

- In the event of a major accident or situations with life-threatening injuries
  - Call the Assistant Director of Club Sports, leave a message if unavailable
  - Continue to call each emergency contact until someone is reached and leave a message with each person
Emergency Repair Procedures

For University Vehicles:

☐ For a minor condition (up to $200)
  ▪ Use supplied c/c or personal funds to make repair
  ▪ Obtain receipt and communicate incident with Club Sports Administrator

☐ For a major condition (over $200)
  ▪ Call Club Sport Administrator and/or Purdue Operator to be connected with Transportation
  ▪ Transportation will advise you of procedures to follow
Trip Safety Leader

- All clubs must designate a *Trip Safety Leader* for each trip.
- The Trip Safety Leader is responsible for:
  - Understanding and enforcing all travel policies as outlined in the Club Sports Handbook
  - Ensuring safe driving practices are being followed
  - Knowing weather conditions for the duration of the trip
  - Dealing with emergencies and injured persons
Driver Authorization Process

Steps you need to take.
Review Driving Record

- All drivers must pass a Motor Vehicle Record (MVR) background check
- Submission of the RM01 authorizes Purdue to run a check
- Do you have an acceptable driving record?
  - See chart on next slide...
Acceptable Driving Record

- If a driver falls into the “Unacceptable” criteria at anytime, they are not eligible to drive

<table>
<thead>
<tr>
<th></th>
<th>Acceptable</th>
<th>Unacceptable</th>
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<tbody>
<tr>
<td>Moving Violations</td>
<td>2 or fewer moving violations in the past 3 years</td>
<td>3 or more moving violations in the past 3 years</td>
</tr>
<tr>
<td>At-Fault Crashes</td>
<td>1 or fewer crashes in the past 3 years</td>
<td>2 or more crashes in the past 3 years</td>
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</tbody>
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| Major Offenses     | No major offenses in the past 3 years                   | A single citation in the past 3 years for one of the following offenses:  
|                    |                                                         | • Any alcohol or drug-related driving offenses    |
|                    |                                                         | • Refusal to submit a blood alcohol test          |
|                    |                                                         | • Reckless driving                                |
|                    |                                                         | • Leaving the scene of an accident                |
|                    |                                                         | • Any felony crime committed with a vehicle       |
Basic steps to become a Club Sport Authorized Driver include:

- 1. Submit completed WebCert Driver Authorization Certificate
- 2. Submit completed Club Sport Driver Agreement
- 3. Submit completed RM01 and have an acceptable driving record
- 4. Present your valid driver license

Forms are located on the Club Sports website under “Forms” and can be turned into the Club Sports Office during regular business hours.

Additional steps:

- Will you be driving university vehicles?
- Will you be driving your own vehicle?
- If YES, then additional steps are needed! (next slide)
Additional Steps

- To drive a university vehicle:
  - Complete WebCert Passenger Van Training Program
  - Located in WebCert under “Risk Management”
  - Submit certification form to Club Sports

- To drive your own personal vehicle:
  - Submit valid proof of vehicle insurance to Club Sports
Questions

If you have any questions, please contact:
Club Sports Office
765.494.3118