

Student Organization Advisor Trip Acceptance Form

Student Organization

Purpose of Trip

Destination (City, State)

Dates of Travel From

To

The vehicle rental policy for student organizations **requires** the organization advisor or a substitute advisor who is a faculty or staff member, graduate student assistant, or contracted coach to accompany the students when traveling in a University vehicle(s) for an organization activity that is more than 250 miles one-way. The role and responsibilities of the person who accompanies students is limited to matters directly related to student compliance to the requirements of the vehicle rental policy for student organizations as follows:

1. Two approved drivers are required.
2. Drivers must rotate every three hours.
3. No more than 10 hours of driving can be completed during any one day.
4. Driving between 11:00 pm and 6:00 am is prohibited.
5. Use vehicles for official stated purpose only.
6. Operate University vehicle in accordance with University rules and regulations.
7. Observe all applicable traffic laws, ordinances, and regulations.
8. Use safe driving practices at all times.
9. Use seat belts at all times.
10. Driver assumes all responsibility for fines or traffic violations.
11. No smoking in University vehicles.
12. Do not permit unauthorized individuals to drive or ride in the vehicle.
13. Ensure that all doors and windows are locked when vehicle is not in use.
14. Inspect vehicle before leaving and after returning to the point of pick-up.
15. Report any malfunctions to the University.
16. Report any accidents to the University and the proper authorities.

The person who accompanies students on trips, unless directed by their University supervisor, has no responsibility to drive a vehicle or for the supervision of the students and their participation in any activities other than defined herein. They may voluntarily participate in activities with the students and may assist the students in matters unrelated to their role defined herein by mutual consent. The trip advisor may voluntarily choose to drive.

I, the organization's advisor, acknowledge this trip and my responsibilities and I will be traveling with the organization.

I, the organization's advisor, acknowledge this trip and will not be attending with the organization. However, _____(insert name) is the substitute advisor and by their signature below acknowledge their responsibilities and will be traveling with the organization. _____(Advisor Initials)

I, the organization's advisor, acknowledge this trip, however, I will not be traveling with the organization. The organization is seeking an exemption for the requirement that an advisor travel.

I fully understand and accept responsibility for fulfilling the role of advisor described herein. *(Below to be completed by individual traveling with the organization.)*

Organization Advisor Substitute Advisor : Faculty Staff Graduate Student Assistant* Contracted Coach

Name & Position

University Department

Campus Address

Phone Number

Email Address

Signature

*GSA status will be confirmed by listed University Department.