

University of Maine

Check-list for Advisors for Student Travel

- Discuss and have students read the University of Maine Vehicle-Use Policy and Regulations for Motor-Pool Vehicles (help them understand that they will be held accountable for knowing and abiding by these policies.) Please review these specific regulations with them during your meeting, prior to their signing of the Student Travel Information and Roster Form.

Excerpts from the University of Maine System Administrative Practice Letter # 27, Date 2000

ACQUISITION AND USE OF UNIVERSITY VEHICLES

If the University deems it appropriate, it is permissible for enrolled students to drive University vehicles, but only for University related and sponsored business. Each student must have written approval of a University faculty or staff person responsible for the activity and with the authority to approve such usage and must have an active, valid drivers license (see paragraph #2 below.) The staff member approving student usage must be identified at the time the car is signed out. Whenever possible, a staff or faculty member should be in the vehicle during usage.

REGULATIONS #6

No one under 18 years of age is permitted to drive a University vehicle. Drivers under the age of 21 are not permitted to drive vehicles transporting 7 or more passengers including the driver, unless the driver has at least two years of driving experience without a moving violation or an at-fault accident, to be verified by the Campus Vehicle Administrator, either locally or through the System Insurance Office.

REGULATIONS #18

Personally owned vehicles used for University-related business should be properly registered and inspected and appropriate for such use. However, the University provides no physical damage coverage (collision or comprehensive) or liability coverage for non-University vehicles. If an employee or student uses his/her personal vehicle for University-related business, that person's own insurance on the vehicle will be responsible for any insurance claims.

- Discuss safety issues, including the following:
1. Driving under the influence
 2. Passenger number limit in vans (no more than nine people – includes the driver)
 3. Relieving/spelling drivers after four hours of driving (or sooner if needed)
 4. Having road maps, cell phones, credit cards and phone number of advisor -- in case of emergency
 5. Action plan if something unexpected happens
 6. Staying within the speed limit
 7. Being responsible for the lives of all passengers in the vehicle
 8. All passengers in all vehicles must wear seat belts
 9. If possible obtain a spare key for vehicles (from Motor Pool)
 10. Discuss precautions to avoid driver distraction and fatigue
- Discuss that upon preparing for the return trip, be sure all participants are in the vehicles before leaving, and discuss an action plan if someone fails to show up for the return trip
- Discuss that they are representing The University of Maine, and their comportment should reflect that fact
- Discuss with them that they should report-in when they have returned to campus – this can be as simple as leaving a voice-mail or e-mail message with the advisor

Advisors: please be sure to have a **completed copy of the Student Organization – Travel/Trip Information** for your use. This form contains vital information about the students attending the trip and may be necessary for reference. This form must be approved and filed by the Office of Student Organization and Leader Development before use of a University vehicle can be approved.

April 2002

Student Name – Trip Leader

Professional Staff Name/Club Advisor

Student Signature – Trip Leader

Date

Professional Staff/Club Advisor Signature