

Transportation Guidelines for Sport Clubs

Section 1. You have SIX choices for GROUND TRANSPORTATION.

1. Private cars

- a. *When/why?*
 - i. Good for short trips.
 - ii. Definitely most economical – you can reimburse for mileage.
- b. *Procedure/paperwork:*
 - i. The driver must submit an [Agreement to Use Private Automobile form](#) first.
 - ii. Must report mileage for reimbursement.

2. Vehicle rental – UD Motor Pool

- a. *When/why?*
 - i. DESTINATION WITHIN 2.5 HOURS FOR DAY TRIP, 5 HOURS FOR AN OVERNIGHT.
 - ii. UD allows 18 yr. old students to drive.
 - iii. Internal billing is easier on you & you can charge gas, no cash req'd.
 - iv. Mini vans, SUVs, sedans and pick-ups only – *no large vans*.
 - v. Prices may be a little better than outside agency.
- b. *Procedure/paperwork:*
 - i. Telephone confirm w/them first, then submit [Ground Transportation Request form \(GTR\)](#) IMMEDIATELY, so we can officially confirm. *They will not “courtesy hold”, so no confirmation, no reservation.*
 - ii. See separate Motor Pool handout – it covers the procedure and prices in detail.
 - iii. No weekend hours - Must pick up keys by Friday 5:00pm for Sat/Sun departures.
 - iv. DO NOT use the Motor Pool request forms on-line under Activities & Programs or Motor Pool. Use form on Club Sports site ONLY.

3. Vehicle rental – outside agency

- a. *When/why?*
 - i. DESTINATION WITHIN 2.5 HOURS FOR DAY TRIP, 5 HOURS FOR AN OVERNIGHT.
 - ii. UD vehicles not available, or you need a large van.
 - iii. Must be min. 21 yrs. old and may charge more if 21-24 yrs.
 - iv. Large vans available – HOWEVER – **9 passenger rule in effect AND the driver must take the on-line safety quiz before s/he may drive others.** See policy attached.
 - v. To take on-line safety quiz simply e-mail full name and club affiliation to clubsports@udel. The link to the quiz will be e-mailed to you. Allow 20-30 minutes for quiz. Results auto sent to Recreation and Motor Pool. Need only take this one time.
 - vi. Must sign-off on quiz contents at Motor Pool.
- b. *Procedure/paperwork:*
 - i. If you can begin your request 10 days - 2 weeks prior, we can go through UD Procurement and they may be able to negotiate a lower price. Internal billing also. First step – submit [GTR form](#). We will take it from there.
 - ii. If request is too late to go thru UD channels, reserve w/a personal credit card and seek reimbursement WITH RECEIPTS afterwards.
 - iii. Suggested local vendors:

Spallco, S. Chapel St, 368-5950 (closest to campus)
 Bayshore, Rt. 40, Bear, 832-0180

4. School bus rental – UD Transit (not Motor Pool)

- a. *When/why?*
 - i. Don't have to worry about providing your own driver.
 - ii. May be less expensive than van rental for short trip.
 - iii. Whole team travels together.
 - iv. "No frills" white school busses, good for short trips.
- b. *Procedure/paperwork:*
 - i. Same as for Motor Pool - telephone confirm w/Transit first, then submit [GTR form](#) so we can officially confirm.
 Like Motor Pool: *no confirmation, no reservation.*
 - ii. Call **831-1187**. They will quote you a price, generally \$20/hr (min. 3 hrs.) + \$1.30/mi. You will be billed internally.

5. School bus rental – outside agency

- a. *When/why?*
 - i. *Often least expensive rental* if short trip.
 - ii. Don't have to worry about providing your own driver.
 - iii. Whole team travels together.
 - iv. "No frills" school busses from outside vendor, good for short trips.
- b. *Procedure/paperwork:*
 - i. These requests must go through Procurement and you should initiate your request **TWOWEEKS** prior. Inside 2 weeks, no guarantees.
 - ii. First step – submit [GTR form](#).
 - iii. You will be billed internally.

6. Charter bus rental – through UD/Delaware Express

- a. *When/why?*
 - i. Long trip, need restroom on board and high-back seats.
 - ii. You have a lot of money – these coaches are not cheap.
- b. *Procedure/paperwork:*
 - i. Same as above – for this kind of transport you must go through Procurement and you must initiate your request preferably **FOUR WEEKS** prior to your departure date, or ASAP.
 - ii. First step – submit [GTR form](#). Notice bus companies require more trip detail.
 - iii. You will be billed internally.
 - iv. Delaware Express is the preferred vendor for UD and gives us a discount. Their colorful UD bus is available on first-come, first-get basis; you must specifically request it. *Cancellations must be made at least 7 days prior, or you will be charged.*

- - - *For RAIL TRAVEL, contact the Sports Club Office directly* - - -

Section 2. AIR TRAVEL RESERVATIONS – you have TWO choices:
1. Through UD (preferred method)

Go through Charlie B/Uniglobe Travel, Main St., 368-915. This is the only agency that UD will pay directly for you.

- a. If you find a good deal on the Internet, take this information to Charlie B's and they will, in most cases, match it. *They will, however, will accommodate a GROUP better than any on-line service.* Fares found online often do not apply to large groups.
- b. Make reservations with one of these travel agencies on your own, and then ask them to send the invoice to the Sport Clubs Office. With this invoice we can confirm and pay for your seats.
- c. **IMPORTANT** - ALL boarding pass stubs, receipts and itineraries are required for reimbursement. Ask your travelers to SAVE EVERYTHING.

2. Through an outside vendor

- a. If you choose to go through another travel agency, you will have to pay with private funds, and can reimburse the payee after the trip, if so desired.
- b. Make your own reservations and payment arrangements, then send Dr. Rapposelli a copy of the itinerary.
- c. **IMPORTANT** - ALL boarding pass stubs, receipts and itineraries are required for reimbursement. Ask your travelers to SAVE EVERYTHING.

➤ Airport shuttle

Delaware Express is now the preferred vendor for shuttles. Shuttles should be reserved as part of your air reservations, and you will be billed internally. They should be the least expensive alternative because of our institutional discount.

May also be reserved via [GTR Form](#).

Hint: even cheaper method – private cars!

DIVISION OF INTERCOLLEGIATE ATHLETICS AND RECREATION SERVICES

**POLICIES AND GUIDELINES
FOR
STUDENT DRIVERS****I. LARGE PASSENGER VAN****A. POLICIES**

1. Large van (formerly called 15 or 12 passenger van) occupancy may not exceed a total of nine individuals, including driver. This number should be reduced for every 170 lbs. of additional weight due to luggage, passenger weight, etc.
2. A valid drivers license is required for each driver and all applicable local, state and federal laws must be adhered to.
3. All drivers must complete the online large van training program, and sign off on this, once passed, at the UD Motor Pool office.
4. There is to be no driving between midnight and 6:00 am.

B. GUIDELINES

When large passenger vans are utilized for any form of travel, the following guidelines apply:

1. Seatbelt usage must comply with applicable state laws, but, in addition, should be used at all times by passengers in all rows of seats.
2. All drivers must have safe driving records. Experience driving vans or similar vehicles is strongly preferred. Whenever possible, drivers should be experienced non-student adults. If it is necessary for students to drive, they should, whenever possible, be:
 - a. Non-participants (e.g., non-competing team members – coach, manager, statisticians, etc.)
 - b. 21 years of age or older (*under no circumstances may a driver less than 18 years of age be assigned*)
3. Single day total driving mileage per van should not exceed five (5) hours (roughly 250 miles). Rest stops and rotation of drivers roughly every two hours are strongly encouraged.

Examples:

- a. Van travels up to 2.5 hours (roughly 125 miles) to site of competition and then returns, same day. (Fresh, alert, non-fatigued persons should drive on the way home.)
 - b. Van travels up to 5 hours (roughly 250 miles) to site of competition, team stays overnight and returns following day. (Rotate drivers every 2 hours.)
4. Loading of luggage racks on top of these vehicles is strongly discouraged due to the increased roll-over risk of weighting the top.

II. VEHICLES OTHER THAN LARGE VANSA. POLICIES

1. A valid drivers license is required for each driver and all applicable local, state and federal laws must be adhered to.
2. There is no driving between midnight and 6:00 am.

B. GUIDELINES

1. Seatbelt usage must comply with applicable state laws, but, in addition, should be used at all times by passengers in all rows of seats.
2. All drivers must have safe driving records. Experience driving vans or similar vehicles is strongly preferred. Whenever possible, drivers should be experienced adults (approved team/group personnel). If it is necessary for students to drive, they should, whenever possible, be:
 - a. Non-participants (e.g., non-competing team members, manager, statisticians, etc.)
 - b. 21 years of age or older (*under no circumstances may a driver less than 18 years of age be assigned.*)
3. Single day total driving mileage should not exceed 10 hours or 600 miles.
4. An individual may not drive more than 4 hours in a day. Drivers should be rotated every 2 hours.
5. A rest stop of 15 minutes (taken all together) for every 2 hours of driving is strongly recommended.
6. Immediately following a competition (same day), a competing individual may not drive more than 2 hours, and the team may not drive/travel more than 5 hours or 300 miles. Rotate drivers every 2 hours *or less*.