

UNIVERSITY OF NOTRE DAME
Department of Athletics Team Travel Policy

I. PURPOSE

The University of Notre Dame is dedicated to providing a practical and effective policy for managing the risks associated with team travel involving intercollegiate athletics and club sports. The Department of Athletics Team Travel Policy (“Team Travel Policy”) is designed to promote the safety of Notre Dame students engaged in team travel while providing flexibility related to such travel.

II. APPLICABILITY

The Team Travel Policy applies to athletics team travel (“Team Travel”), which shall include:

- A. Any travel involving a member(s) of an intercollegiate athletic team (“intercollegiate student-athlete”) that is directly related to participation in intercollegiate athletics;
- B. Any travel involving a member(s) of a club sport team recognized by RecSports (“club sport participant”) that is directly related to participation in the club sport;
- C. Any travel involving individual or multiple cheerleaders or mascots (“cheerleaders”) that is directly related to the support of any intercollegiate athletic or club sport team; and
- D. Any travel involving individual or multiple student managers (“managers”), or involving individual or multiple student trainers, videographers, or other student workers (“student workers”) that is directly related to the support of any intercollegiate athletic or club sport team.

Travel Not Included in this Policy: “Local student travel” is any travel within a 30-mile radius of the main Notre Dame campus and is not considered Team Travel for purposes of this policy. Therefore, the following local student travel is not considered Team Travel: (i) to and from the Notre Dame campus for practice, competition or other activities; (ii) to and from the South Bend airport; (iii) to and from hotels during University breaks; (iv) to and from off-campus team meals; (v) to and from community service activities; and (vi) to and from other informal and/or voluntary team activities. As an illustration of the scope of this policy, student travel in a personal vehicle from a local residence to a team practice on campus, or from campus to a local facility for a competition or practice (e.g., the rowing boat house), is not within the scope of this policy, even if the personal vehicle includes more than one student. However, this policy does not limit or preclude the applicability of any other University policies to such types of travel, such as University Vehicle Usage Policies for Employees and Students.

(see http://transportation.nd.edu/assets/12963/rental_faculty_and_staff_use_policy.pdf and http://transportation.nd.edu/assets/12965/rental_student_use_policy.pdf).

III. RESPONSIBILITY FOR ADMINISTRATION

Responsibility for administration of the Team Travel Policy, including ongoing education regarding the policy, rests with the Vice President and Director of Athletics or his/her designee(s). For Team Travel related to intercollegiate athletics and cheerleading, the Sport Administrator should ensure that the appropriate coaches, staff members, intercollegiate student-athletes, cheerleaders, managers, student workers and others affiliated with the program understand the Team Travel Policy. For Team Travel related to club sports, RecSports should ensure that the appropriate coaches, advisors, staff members, club sport participants, student workers and others affiliated with club sports understand the Team Travel Policy.

IV. GROUND TRANSPORTATION

A. Forms of Ground Transportation: The following types of vehicles are approved for Team Travel, provided that the drivers identified as permissible are utilized and all other conditions noted below are satisfied.

The following principles apply to all Team Travel involving ground transportation: (i) the use of University-owned vehicles is preferred over the use of rental vehicles for Team Travel; and (ii) when more than 20 people are part of an intercollegiate athletic team travel party, an approved mini-bus or bus shall be used.

1. Personal Vehicles

- a. Permissible Drivers:
 - i. Non-student University employees and volunteer coaches¹
 - ii. Intercollegiate student-athletes and cheerleaders: Permissible for transportation to off-campus practice sites located within a 30-mile radius of Notre Dame (e.g., golf courses, boathouse).
 - iii. Managers and student workers: Permissible for any Team Travel located within a 30-mile radius of Notre Dame.
 - iv. Club sport participants: Permissible for any Team Travel, including to competition and to off-campus practice sites, located within a 30-mile radius of Notre Dame (e.g., golf courses, boathouse, equestrian facility, and soccer and Ultimate Frisbee fields).
- b. When a personal vehicle is used for Team Travel, the owner of the vehicle is responsible for maintaining insurance on that vehicle in accordance with minimum statutory insurance requirements.

2. Dealer Cars (provided via the Athletic Department Dealer Car program)

- a. Permissible Drivers:
 - i. Non-student University employees and volunteer coaches who are approved by the dealer

¹ For the purposes of this Team Travel Policy, the term “volunteer coaches” refers only to those individuals who have been properly designated by the University as a volunteer coach in accordance with the bylaws and rules of the National Collegiate Athletic Association.

- ii. Managers and student workers, only if approved by the dealer
- b. Impermissible Drivers:
 - i. Intercollegiate student-athletes
 - ii. Cheerleaders
 - iii. Club sport participants
 - iv. Non-Notre Dame affiliated individuals
- c. Some dealer cars are insured by the car dealer; all dealer cars are insured by the University (such insurance includes a deductible payable by the employee/department, the amount of which is set at the discretion of the University).

3. ***Rental Vehicles (not owned by the University and excluding twelve passenger vans)***

- a. Permissible Drivers:
 - i. Non-student University employees and volunteer coaches
 - ii. Managers and student workers
 - iii. Club sport participants (*Note:* Managers, student workers, and club sport participants may drive a rental vehicle if deemed an authorized driver by the rental company)
- b. Impermissible Drivers:
 - i. Intercollegiate student-athletes
 - ii. Cheerleaders
 - iii. Non-Notre Dame affiliated individuals
- c. Individuals seeking to rent a vehicle for Team Travel should consult with Anthony Travel, Procurement, or Transportation Services for information regarding preferred University vendors.
- d. The University insures all rental vehicles (for both liability and physical damage to the vehicle) used for University business. Therefore, individuals renting a vehicle for Team Travel should not purchase any insurance coverage offered by the rental company.

4. ***University-Owned Vehicles***

- a. Includes the University Transportation Service's vehicles, including 7-passenger minivans, and any RecSports-owned vehicles.
- b. Permissible Drivers:
 - i. Non-Student University employees and volunteer coaches
 - ii. Managers and student workers
 - iii. Club sport participants
- c. Impermissible Drivers:
 - i. Intercollegiate student-athletes
 - ii. Cheerleaders
 - iii. Non-Notre Dame affiliated individuals
- d. University-owned vehicles are insured by the University.

5. Post-Season Courtesy Cars

- a. Permissible Drivers (if approved by the provider of the courtesy car):
 - i. Non-student University employees and volunteer coaches
 - ii. Managers and student workers
 - iii. Driver provided by NCAA, bowl game or other host
- b. Impermissible Drivers:
 - i. Intercollegiate student-athletes
 - ii. Cheerleaders
- c. Post-season courtesy cars must be insured by the provider of the vehicle.

6. Athletic Department Thirteen Passenger Sprinter Vans

- a. Permissible Drivers:
 - i. Non-student University employees and volunteer coaches who are specifically trained and approved to drive these vehicles
- b. Impermissible Drivers:
 - i. Intercollegiate student-athletes
 - ii. Cheerleaders
 - iii. Managers and student workers
 - iv. Club sport participants
 - v. Non-Notre Dame affiliated individuals
- c. University-owned vehicles are insured by the University.

7. Twelve Passenger Vans

- a. Permissible Drivers:
 - i. Non-student University employees and volunteer coaches
 - ii. Managers and student workers (*Note:* Many companies that rent twelve passenger vans only permit individuals who are 25 years of age or older to serve as authorized drivers; managers and student workers may only drive if deemed an authorized driver by the rental company)
- b. Impermissible Drivers:
 - i. Intercollegiate student-athletes
 - ii. Cheerleaders
 - iii. Club sport participants
- c. Individuals seeking to rent a twelve passenger van for Team Travel must consult with Anthony Travel prior to rental of the van to ensure that the van is a twelve passenger van and not a modified fifteen passenger van, and to otherwise evaluate the safety of the proposed vehicle.
- d. RecSports prohibits the use of twelve passenger vans for club sport travel.
- e. The University insures all rental vehicles (for both liability and physical damage to the vehicle) used for University business. Therefore, individuals renting a twelve passenger van for Team Travel should not purchase any insurance coverage offered by the rental company.

8. ***Fifteen Passenger Vans:*** The University prohibits use of fifteen (15) passenger vans for ALL University business, including any Team Travel subject to this Team Travel Policy. Note that this prohibition includes use of all vehicles that were originally designed for fifteen (15) passengers, even if one or more rows of seating have been removed. The most common fifteen (15) passenger vans on the market are: Ford Econo Club E-350, Chevrolet Express 3500 and GMC Savana 3500.
9. ***Fifteen Passenger Dual-Wheeled Mini-Bus:*** The use of fifteen (15) passenger dual-wheeled mini-buses is prohibited for all Team Travel pursuant to this Team Travel Policy.
10. ***Sixteen through Thirty Passenger Mini-Buses***
 - a. Use must be arranged through Anthony Travel or a Risk Management-approved charter company (***Form A***), except in the following circumstances: (i) it is permissible for the NCAA or its designee to procure a bus for team travel; and (ii) the provision or procurement of any bus by a third party other than the NCAA (such as a promoter or event host) must be expressly addressed in an executed contract between Notre Dame and the third party previously approved for execution by the Office of General Counsel or Procurement Services.
 - b. All drivers must be qualified, paid drivers provided by the charter company and must have a valid Commercial Driver's License.
 - c. Because all buses must be arranged through Anthony Travel or a Risk Management-approved company (or by the NCAA in applicable cases), users should not independently purchase insurance or otherwise take any actions regarding insurance coverage.
11. ***Buses***
 - a. Use must be arranged through Anthony Travel or a Risk Management-approved charter company (***Form A***), except in the following circumstances: (i) it is permissible for the NCAA or its designee to procure a bus for team travel; and (ii) the provision or procurement of any bus by a third party other than the NCAA (such as a promoter or event host) must be expressly addressed in an executed contract between Notre Dame and the third party previously approved for execution by the Office of General Counsel or Procurement Services.
 - b. All drivers must be qualified, paid drivers provided by the charter company and must have a valid Commercial Driver's License.
 - c. Because all buses must be arranged through Anthony Travel or a Risk Management-approved company (or by the NCAA in applicable cases), users should not independently purchase insurance or otherwise take any actions regarding insurance coverage.
12. ***Other Ground Transportation:*** Use of any mode of ground transportation not listed above must be approved in advance by the relevant Sport Administrator for

intercollegiate athletic and cheerleader Team Travel or by RecSports for club sports Team Travel.

B. Driver Requirements and Responsibilities

1. *General.* All drivers are expected to conduct themselves in a professional manner when operating a vehicle engaged in Team Travel. University-affiliated drivers (i.e., students and employees) engaged in Team Travel must adhere to all applicable University policies, including the University Vehicle Usage Policies for Employees and Students, in addition to the requirements set forth herein (*see* http://transportation.nd.edu/assets/12963/rental_faculty_and_staff_use_policy.pdf and http://transportation.nd.edu/assets/12965/rental_student_use_policy.pdf). To the extent the requirements of this policy are more stringent than another University policy, the terms of this policy apply. All further references to drivers in this Driver Requirements and Responsibilities section are to University-affiliated drivers. Non-University affiliated drivers (e.g., chartered drivers) shall be subject to all state and federal laws, ordinances, and regulations, and the rules, policies, and requirements of their employer.
2. *Responsibility for Adherence to Policy.* For Team Travel related to intercollegiate athletics and cheerleaders, it is the responsibility of the Sport Administrator to ensure that the conditions set forth in this Driver Requirements and Responsibilities section are met. For Team Travel related to clubs sports, it is the responsibility of RecSports to ensure that the conditions set forth in this Driver Requirements and Responsibilities section are met. A copy of Team Travel Policy Driver Guidelines should be distributed to potential drivers under this Team Travel Policy (**Form B**).
3. *Driver Qualifications.*
 - a. Whenever possible, non-student University employees or volunteer coaches should serve as drivers for Team Travel.
 - b. Drivers must be in possession of a valid United States driver's license and must have had a valid driver's license for at least two (2) years prior.
 - c. Notwithstanding any other University policy, the University reserves the right to deem any individual ineligible to drive under this Team Travel Policy based on driving conduct during past Team Travel, suspension or revocation of a driver's license or privilege, any charge of driving under the influence or reckless driving, a motor vehicle accident, or any other circumstance in the University's sole discretion.
 - d. Drivers must authorize the University to obtain a copy of their driving record from the Bureau of Motor Vehicles (or similar agency in any state) for review upon request (**Form C**).
 - e. Any individual who operates a commercial motor vehicle as defined by the Department of Transportation, including vehicles transporting over 16 passengers, large trucks, and vehicles with a trailer (such as a trailer used to transport crew shells), must receive special training from

Transportation Services and must comply in all respects with the University's Commercial Motor Vehicle Policy (*see* http://policy.nd.edu/policy_files/CommercialMotorVehiclePolicy.pdf).

4. *Safe Driving Course.* Drivers must complete the Safe Driving Course sponsored by the University's Transportation Services department, and must certify such completion on ***Form D***.
 - a. Student drivers must complete the course prior to driving under this policy and each new academic year thereafter.
 - b. Non-student University employee (or volunteer coach) drivers must complete the course prior to driving under this policy and at least once every three (3) academic years thereafter.
 - c. The University in its sole discretion may require any driver to take enhanced or additional safe driving courses.
5. *Rules of Operation for Drivers/Passengers.*
 - a. Drugs and Alcohol: Drivers must not drive if under the influence of any alcohol or illegal drugs, or any prescription or over-the-counter medications that cause drowsiness. No occupant of a vehicle engaged in Team Travel may smoke or use drugs or alcohol. No alcohol or illegal drugs are permitted inside any vehicle engaged in Team Travel.
 - b. Fatigue: Fatigue is one of the most common causes of traffic accidents. Accordingly, drivers must not drive if drowsy, and travelers should make every effort to have multiple approved drivers per vehicle, particularly for trips in excess of three (3) hours one-way. Student drivers on trips over three (3) hours in length may not drive more than three (3) consecutive hours. All travelers should take appropriate breaks to ensure that the driver is not fatigued, and a passenger must be awake at all times with the driver to assist with maps and directions.
 - c. Adherence to Law: Drivers must operate the vehicle in accordance with all state and federal laws, ordinances, and regulations, including those related to use of cell phones. Drivers must assume sole responsibility for any and all fines or traffic violations arising out of the operation of any vehicle during Team Travel.
 - d. Seatbelts: The number of passengers should never exceed the number of working seatbelts in the vehicle. All occupants of a vehicle must wear seatbelts.
 - e. Safe Driving/Weather: Drivers must use reasonable and safe driving practices at all times, including operation of the vehicle at speeds appropriate for the traffic, weather, and road conditions. Drivers must seek information about weather conditions impacting the trip, and driver has discretion at any time to stop driving or not to begin a trip based on weather conditions, including heavy rain, fog, ice and/or snowy conditions that limit visibility and the driver's ability to safely operate the vehicle.
 - f. Unauthorized Passengers: Individuals engaged in Team Travel may not transport hitchhikers or other unauthorized passengers.

- g. Caravans: Caravans are strongly discouraged. Any time multiple vehicles are being used, participants should schedule predetermined meeting points and communicate via cell phone instead of attempting to follow one another through traffic.
- h. Special Rule for Student Drivers: Student drivers engaged in Team Travel shall not operate any form of ground transportation in a context in which the student is uncomfortable, which depending on the individual and the circumstances, may include but is not limited to major metropolitan areas, bad weather, unfamiliar roads, and unfamiliar vehicles. Student drivers engaged in Team Travel should not operate any form of ground transportation between the hours of 1 a.m. and 5 a.m. except in emergency situations.

6. *Duty to Report.*

- a. Drivers must immediately report all accidents, damages or violations incurred or caused while operating a University-owned vehicle, a dealer car, or a rental vehicle during Team Travel, to Risk Management and Safety and the local police (if applicable) (**Form E**). In addition, drivers must report accidents to their Sport Administrator (for those engaged in Team Travel involving intercollegiate athletics and cheerleading) or to RecSports (for those engaged in Team Travel involving club sports).
- b. Drivers must report all changes in status of their driving privileges or driver's license (including expiration, suspension or revocation) within two (2) business days of such change(s) to their Sport Administrator (for those engaged in Team Travel involving intercollegiate athletics and cheerleading) and to RecSports (for those engaged in Team Travel involving club sports).

7. *Vehicle Maintenance and Inspection.*

- a. Personal Vehicle and Dealer Cars
 - i. The owner of a personal vehicle and the individual assigned responsibility for a dealer car shall conduct a minimum inspection of the vehicle prior to Team Travel. Such inspection should generally include tire pressure, gas, warning lights, oil change, and working lights, signals, seatbelts and wiper blades.
 - ii. The owner of a personal vehicle and the individual assigned responsibility for a dealer car shall be responsible for maintaining the car in accordance with manufacturer recommendations, and shall be responsible for any safety, registration, and environmental requirements or inspections in the state in which the car is registered.
- b. University-Owned Vehicles
 - i. All University-owned vehicles maintained by University Transportation Services will be thoroughly inspected and maintained according to manufacturer recommendations and departmental policies.

V. AIR TRANSPORTATION

A. Scheduled Commercial Air Carriers: Scheduled commercial carriers (FAR Part 121) are an acceptable means of travel for intercollegiate athletic teams, club sport teams and cheerleaders, managers and student workers supporting those teams. Tickets must be procured under applicable travel guidelines established by the University.

B. University-Procured Charter Air: University-procured charter air (FAR Part 121 or Part 135) is an acceptable means of travel for intercollegiate athletic teams, club sport teams and cheerleaders, managers and student workers supporting those teams. All chartered flights must be arranged through Notre Dame Procurement (recommended for multiple flights or entire season) or Anthony Travel (for single or occasional charter flights).

C. NCAA-Procured Chartered Air: The NCAA charters both FAR Part 121 commercial airlines and FAR Part 135 private charters for post-season Team Travel. The NCAA (and/or its travel partner) engages in a thorough review of chartered aircraft, the specifics of which depend on whether a FAR Part 121 or FAR Part 135 aircraft is being utilized. Upon receipt of charter air information from the NCAA, the Sport Administrator shall contact the NCAA Travel Department directly with any questions.

D. Corporate Air (University-Owned or Leased) and Donated Air

1. Any use of donated aircraft under this Team Travel Policy must be conducted in accordance with any University standards related to donor aircraft.
2. Intercollegiate student-athletes, club sport participants, cheerleaders, managers and student workers shall not be permitted to travel on corporate air or donated air unless they are traveling (i) on athletic department related business or (ii) for purposes related to an emergency or tragedy (*Note: Although travel identified in subsection (ii) above is not Team Travel under this policy, the terms of this Section D.2. apply to such travel*). In these cases where corporate or donor air are allowed:
 - ii. The student(s) should generally be accompanied by an Athletic Department staff member.
 - iii. Approval must be obtained from the Sport Administrator (or RecSports, if applicable), Compliance Office (if an intercollegiate student-athlete is traveling), and Risk Management and Safety.
 - iv. Documented permission from the student's parent/guardian is required unless exceptional circumstances prevent the University from obtaining such permission.

E. Discretion: Any Sport Administrator, Head Coach or other member of the athletic department staff with oversight for an intercollegiate or club sport program who is traveling with a student or a team shall have the discretion not to allow the student(s) or team to fly on chartered, corporate or donated air based on weather or any other safety-related conditions. In such cases, the individual exercising such discretion shall arrange alternative transportation within the framework of this Team Travel Policy.

VI. TRAVEL AUTHORIZATION

A. Approval and Required Forms

1. *Intercollegiate/Cheerleader Team Travel:* For intercollegiate athletics Team Travel and cheerleader Team Travel beyond a 30-mile radius of Notre Dame, the following documents must be submitted.
 - a. Head Coaches or their designees must complete a Schedule Plan for each semester or academic year (as applicable) as far in advance of the trip as possible (**Form F**). The Schedule Plan will include modes of transportation and other travel information, and should take into account the University policy on missed classes, this Team Travel Policy, and budget considerations applicable to the program. To the extent possible, the Schedule Plan should be completed or approved by the Sport Administrator, and then submitted to the Athletics Business Office for approval prior to booking the travel. Post-season travel should be handled according to NCAA guidelines and approved by the respective Sport Administrator.
 - b. The Sport Administrator or his or her designee must submit an emergency contact list that includes all potential members of the regular and post-season travel party to the Athletics Business Office and the Office of the Vice President and Director of Athletics prior to the first occasion of Team Travel each academic year (**Form G**). Additions, deletions and revisions shall be made to the list as necessary throughout the year.
 - c. The Sport Administrator or his or her designee must submit a Team Travel Itinerary to the Athletics Business Office prior to each trip for regular season and post-season competition (**Form H**).
2. *Club Sport Team Travel:* RecSports is responsible for approving any travel incidental to club sport participation under this Team Travel Policy. For club sport participant travel beyond a 30-mile radius of Notre Dame, the following travel documents must be submitted and/or maintained.
 - a. At least three (3) days prior to travel, a club sport representative must submit the following to RecSports:
 - i. An official travel roster, including insurance company/policy number and contact information for the parent or guardian of each student traveling.
 - ii. An emergency contact list, including contact information for the host site and a cell phone number for each vehicle.
 - iii. Proof of insurance for each personal vehicle (if any).
 - iv. Travel itinerary (if chartering a bus, this information must be provided by the bus company).
 - v. Travel plan, including printed directions and a map(s).

- b. Within twelve (12) hours of departure, a club sport representative must submit a National Weather Service report of weather conditions or a state police report of road conditions to RecSports.
- c. The following documents must be maintained by a club officer or his/her designee or coach/advisor present during travel:
 - i. Travel roster, including insurance company/policy number and contact information for the parent or guardian of each student traveling.
 - ii. Cell phone number of the designated safety officer.
 - iii. University accident report form (**Form E**).
 - iv. University insurance card provided by Risk Management for each University rental vehicle OR insurance card for each vehicle if not a University rental (not applicable to rentals or charters).
 - v. Vehicle registration card (not applicable to rentals or charters).
 - vi. Travel itinerary.
 - vii. List of contact numbers for Notre Dame departments/personnel in the event of an emergency.
 - viii. An Incident Reporting Form (**Form K**).

B. International Travel. Additional information regarding international Team Travel for intercollegiate, cheerleader and club sports is available as part of the Foreign Travel Information document (**Form I**).

C. Students Traveling Separately From Team. On occasion, particularly in conjunction with University breaks, a student will elect to meet a team at a competition location, return directly home instead of to Notre Dame, or otherwise not travel for the entire trip with the rest of the official team travel party. In such cases related to intercollegiate and cheerleader Team Travel, the student generally must sign a waiver (**Form J**).

VII. POLICY ENFORCEMENT

The University considers any violation of this Team Travel Policy to be a significant offense that will subject violators to the regular disciplinary processes and procedures of the University that apply to students, staff and faculty, respectively, including any consequences set forth in an employment contract (if applicable). In addition, violations of this policy may result in loss of privileges related to driving University-owned automobiles and other travel-related measures, up to and including expulsion from the University or loss of employment. Illegal acts may also subject violators to prosecution or other sanctions by local, state, or federal authorities.

VIII. REPORTING

A. Reporting Concerns

- 1. Non-student University employees and volunteer coaches may report concerns regarding this Team Travel Policy to their immediate supervisor, any individual in their chain of command, the Vice President and Director of Athletics, the ND Integrity Line, or Risk Management and Safety. Non-student University

employees may also file an anonymous online report (*see* <https://www.compliance-helpline.com/NotreDame.jsp>).

2. Students may report concerns regarding this Team Travel Policy to their coach or advisor, Sport Administrator, the Director of RecSports, the Vice President and Director of Athletics, or Risk Management and Safety.
3. The University's Non-Retaliation Policy protects any member of the University community who objects to or reports a practice that he or she reasonably believed was unlawful, unethical, or in violation of University policy (*sees* http://policy.nd.edu/policy_files/NonRetaliationPolicy.pdf).

B. Reporting Incidents

1. On occasion, incidents may occur during travel conducted under this Team Travel Policy that cause concern for personal safety but do not result in any personal injury or accident. The reporting of such incidents plays an important role in the safety of future Team Travel.
2. For intercollegiate and cheerleader Team Travel, a student manager, cheerleader or student-athlete should inform his or her Head Coach of the incident. Upon receipt of such information, or if the Head Coach was directly aware of the incident, the Head Coach or his or her designee shall complete an Incident Reporting Form and submit the form to both the Sport Administrator and the Athletics Business Office (**Form K**). For club sport Team Travel, a club sport representative shall complete an Incident Reporting Form and submit the form to RecSports.