

Travel Policy & Procedures University of the Pacific

Purpose

The purpose of this travel policy is to encourage safe practices while traveling on University-related business (i.e., fieldtrips, retreats, conferences, athletic events, etc.) and to educate University driver's on Risk Management's practices.

Travel Forms

Prior to a planned trip a **Travel Form** will be completed (located on the Finance website under Risk Management or contact the Risk Management Department). The travel form should be submitted to the Risk Management department at least one week prior to the planned trip so the following procedure can be followed:

- Review if elected driver's are on the University approved list and 18 years of age or over
- If not on University approved list, forward **Motor Vehicle Authorization** form(located on the Finance website under Risk Management or contact the Risk Management Department) to the designated driver so that insurance broker can run motor vehicle report
- If designated driver is approved, driver and supervisor will be notified
- If designated driver not approved (no details on non-approval will be provided), driver and supervisor will be notified and advised that designated driver cannot drive on behalf of the University
- Provide supervisor of non-approved driver with **Driver Exclusion** form for signature and return to Risk Management
- Review if any passengers are under the age of 18
- If passengers are under the age of 18, forward minor waiver form to supervisor for parent or guardian to complete and submit to Risk Management department prior to trip

Liability Insurance

The University's automobile liability coverage will be excess over the insurance for personal vehicles used while traveling on University business.

Faculty & staff are personally liable for physical damage to their vehicle while traveling on University business.

The University's automobile coverage provides coverage for a vehicle rented on behalf of the University.

There is no insurance coverage under the University's automobile coverage for faculty & staff renting a vehicle on behalf of the University and using the rented vehicle for personal use.

There is no insurance coverage under the University's automobile coverage for spouses, significant others or family members to drive a vehicle rented on behalf of the University.

Students are excluded from driving University vehicles, golf carts or vehicles rented on behalf of the University.

Most Asked Questions & Answers

Q: If flying is the designated means of transportation to an event but some of the attendees wish to drive, how does this affect the University's liability coverage?

A: It is the responsibility of the department to provide the safest way of transporting faculty, staff and students to an event. Should the attendees wish to travel in an alternate way, those attendees must sign a **Release of Liability While Traveling** form (located on the Finance website under Risk Management or contact Risk Management) holding the University harmless from injury or property damage due to their participation while traveling to the event.

Q: If our department wants to rent a 15 passenger van to transport us to an event, is a special license required for the driver?

A: If you intend to carry 11 to 15 people (includes driver), a class "B" license is required. If you plan on carrying 10 or less people (includes driver) your class "C" license will allow you to drive the van. Seats will have to be removed in order to prove to any authority that may stop you that your intent was to carry only 10 people, otherwise you will receive a ticket for not having the appropriate license.

Q: What liabilities do we face in an event that requires an overnight stay?

A: The inappropriate acts of faculty, staff and students dictate what liability might face the University at events that require overnight stays. Any insurance claims will be investigated to determine contributory negligence due to unsupervised student activities or activities of faculty or staff. Claims resulting from faculty, staff or students willful act of injury to a person or damage to property is not covered by the University's liability policy.

Responsibilities of Participants

Participants can have a major impact on their health and safety of others during their day-to-day choices and behaviors and should always remember that they are representing the University of the Pacific at these events.

Policies and Procedure Changes

Travel policies and procedures changes may be made from time to time, and will be communicated via the Finance website under Risk Management. The information herein supersedes all previous travel policy and procedure documentation.