

TEAM TRAVEL (TRANSPORTATION)

RESPONSIBILITY FOR COMPLETION:

- Sports Teams

VERIFICATION OF COMPLETION:

- Athletic Director
- Associate Athletic Director for Intercollegiate Sports
- Coaches
- Business Office
- University Motor Pool

SUBMITTED TIME FRAME:

POLICY STATEMENT:

All teams are transported to events in University vehicles and authorized commercial carriers only. Teams desiring to travel by air must receive approval from the appropriate athletic administrator. The mode of transportation must be justified on the basis of safety, economics and the time requirements of the personnel involved with the trip.

Team departure times must be established to ensure that as few classes as possible are missed.

All team travel (other than bus) that is approximately 120 miles or less must depart the competition site by 10 p.m. to arrive back on campus by a reasonable hour. In the event that the competition is (1) either further than the suggested 120 mile limit, or (2) is completed later than the 10 p.m. deadline, the team must stay over night so as not to jeopardize the safety and well-being of those in the travel party.

In the event that van transportation has been approved for a distance greater than 120 miles (either to or from a competition site) there will be a driving limit not to exceed a total of 8 driving hours on any non-competition day.

All drivers on departmentally approved trips MUST be registered and cleared by the Universities Motor Pool Office.

PROCEDURES:

Coaches and staff are directed to refer to Business Office for policies regarding approved carriers, as well as the list of institutions found within the 120 mile radius.

EXCEPTIONS: 120 mile exceptions: College of William and Mary, University of Virginia Conditional exceptions: Old Dominion University & University of Delaware