

**The George Washington University
Campus Recreation
Sport Club Travel Itinerary Form**



NAME OF CLUB: _____

DESTINATION: _____

DEPARTURE & RETURN DATES: _____

WHERE IS THE CLUB STAYING? _____

PHONE # WE CAN REACH YOU: _____

MODE OF TRANSPORTATION? _____

VAN/CAR RENTAL COMPANY? _____

INDIVIDUAL IN CHARGE? _____

COACHES / ADVISORS TRAVELING: _____

LIST OF CLUB MEMBERS TRAVELING:	

Before any sport club may travel, Recreational Sports & Fitness Services must have a copy of valid state driver's licenses of all potential drivers on file in our office! LIST ALL DRIVERS:

1. _____ 2. _____

3. _____ 4. _____

APPROVED BY: _____ DATE: _____

GW Recreational Sports & Fitness Services Driver Agreement

A. Requirements

1. Attach a copy of your current, valid driver's license
2. If driving your privately-owned vehicle, attach a copy of proof of insurance coverage.
3. Fill out a Sport Club Travel Itinerary Form

B. Qualifications

1. Driver has received no traffic convictions or court-ordered license suspensions
2. Driver has no physical impairment that affects driving
3. Driver is a minimum age of 18 years of age to drive a private vehicle
4. Driver is a minimum age of 20 years of age to drive a rental vehicle

C. Driver Policies

1. Sports Clubs are **NOT PERMITTED** to travel in 15-passenger vans for any reason. 15 passenger vans have a higher probability of rollover than other vehicles.
2. Drive safely and obey all state and local laws and/or ordinances
3. Must wear a seat belt at all times while driving. Insure all passengers are wearing seat belts at all times when traveling in vehicles
4. Must have a valid driver's license in their possession when driving
5. Promptly report accidents and traffic tickets. All drivers are financially responsible for paying any tickets. The University does not reimburse for tickets
6. Understands that violations are subject to University discipline
7. Must not use or consume alcohol and/or illegal substances. Prescription and over-the-counter non-prescription drugs and medications must not cause drowsiness and must be considered safe while operating machinery or a motor vehicle.
8. Transport only those on University business (no family members, hitchhikers, friends, etc)
9. Must check the vehicle before driving to make sure that the tires, lights, brakes, horn and steering are operating properly.
10. While driving, the driver shall not:
 - a. Adjust the controls of the radio, tape player or CD player
 - b. Eat, drink or use a mobile phone
 - c. Engage in any other activities which distract from driving
11. No one may operate a vehicle:
 - a. For more than three (3) hours
 - b. For more than six (6) hours
12. No one may ride in a vehicle for more than 6 hours within a 24 hour period
13. Do not operate vehicle when driving conditions are hazardous (ice, snow, heavy rain, fog)
14. Do not operate vehicle when main vehicle components are not operating properly.

D. Driver Authority

The driver is responsible for the safe operation of the vehicle and therefore has the authority to enforce all policies and to ask for compliance from all passengers. Driver is empowered to discontinue the trip until any and all behavior problems are resolved.

I agree to provide the requirements requested in Section A above, that I meet the qualifications in Section B above, and that I will comply with and enforce the policies in Section C & D above.

Print Name: _____ Date: _____

Signature: _____