

HEIDELBERG UNIVERSITY TRAVEL POLICY

PURPOSE

Heidelberg University is dedicated to providing a practical and effective policy for managing the risks associated with University travel. The travel policy is designed to promote the safety of Heidelberg University students, faculty, staff, volunteers and guests engaged in University travel.

SHUTTLE SERVICE

1. Purpose

- a. The shuttle service is intended for use by the campus community to support the daily routine of an educational institution.
- b. Heidelberg University reserves the right to refuse services to an individual or to a location which may jeopardize the safety of Heidelberg University students, faculty, staff, volunteers, guests or University vehicles.

2. General Information

The Heidelberg University shuttle service provides faculty, staff, students, volunteers, and guests with safe and convenient transportation.

- a. Shuttle service may include a cost per passenger.
- b. Authorized drivers will be scheduled by the Transportation Manager of the Krammes Service Center (Krammes).
- c. Individuals wishing to operate University owned, rented or leased vehicles must be minimum 19 years of age, possess a valid driver's license, have completed a motor vehicle record check through the Bureau of Motor Vehicles, and have successfully completed the large van training video through Krammes.
- d. All authorized drivers will be approved by the Transportation Manager and Director of Safety and Security.

3. Shuttle Service during Breaks

- a. Heidelberg University offers shuttles to the Columbus, Cleveland, Toledo, Detroit airports, and by special arrangements to other locations.
- b. Shuttles are available for the beginning of fall semester, end of year, and all breaks including fall break, Thanksgiving break, semester break, spring break, and by special arrangements.
- c. Airport shuttle reservations can be requested by logging into BergSync and going to Student Affairs Office under forms.
- d. Shuttles will be scheduled by the Administrative Assistant to the Dean of Student Affairs.

4. Special Shuttle Request

- a. An individual or group requesting to travel in a University owned or leased vehicle must reserve the vehicle with Krammes no less than three (3) business days in advance of the trip for a van and five (5) business days in advance of the trip for the Ford 28 passenger bus. A [*Passenger Manifest Form*](#) must be submitted to Krammes no less than one (1) business day in advance of the shuttle trip. Account numbers must be provided for trip charges. Scheduling must be arranged by calling Krammes between the hours of 8:00am – 4:30pm Monday through Friday.
- b. Requests for vehicles cannot be guaranteed until all requirements have been met.

SPONSORED TRAVEL

The University travel policy applies to the following University sponsored trips, which shall include but are not limited to:

1. Any travel involving a member(s) and or coaches of an intercollegiate athletic team (“intercollegiate student-athlete”) that is directly related to participation in intercollegiate athletics;
2. Any travel involving a member(s) of a sport club team recognized by Saurwein Health and Wellness Center (“sport club participant”) that is directly related to participation in the sport club;
3. Any travel involving individual or multiple students associated with an academic class or student conference that directly relates to the university;
4. Any travel involving recognized student organizations and student groups that directly relates to university events;
5. Any travel involving faculty or staff that directly relates to University business.

Personal vehicles can only be used on a voluntary basis. The University can not require any student to drive their own vehicle for a required event. The owners/drivers must provide their own insurance coverage. All travelers choosing to ride in a private automobile do so voluntarily and at their own risk. The University does not insure or accept liability for any damage, loss or injury resulting from use of a private vehicle. An employee who is traveling on University related business and is involved in an accident must report the incident as soon as possible to their direct supervisor and /or the Director of Human Resources.

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I. Required Action

All students, faculty, staff, volunteers, and guest wishing to travel to an organized Heidelberg University event in a Heidelberg owned or leased vehicle will meet the following requirements.

- a. All University sponsored events or activities involving travel must be approved by the appropriate administrator.
- b. An individual or group requesting to travel in a University owned or leased vehicle must reserve the vehicle with Krammes no less than three (3) business days in advance of the trip for a van and five (5) business days in advance of the trip for the Ford 28 passenger bus. Account numbers must be provided for trip charges. Scheduling must be arranged by calling Krammes between the hours of 8:00am – 4:30pm Monday through Friday. The athletic department will work with Krammes to schedule vehicles for athletic events.
- c. Requests for vehicles can not be guaranteed until all requirements have been met.
- d. All travel in University owned or leased vehicles must be chaperoned by a responsible employee.
- e. University vehicles are to be used for University business only.
- f. A [*Passenger Manifest Form*](#) and [*Travel Itinerary Form*](#) must be submitted to Krammes no less than one (1) business day in advance of the trip. A copy of the manifest and itinerary will be forwarded to the Heidelberg Campus Security Department (Security).

- g. Individuals wishing to operate University owned, rented or leased vehicles must be minimum 19 years of age, possess a valid driver's license, have completed a motor vehicle record check through the Bureau of Motor Vehicles, and have successfully completed the large van training video through Krammes.
 - i. Bus drivers must be certified CDL driver's assigned by Krammes.
 - ii. Authorized drivers of University vehicles are subject to laws and restrictions that govern vehicles in that operating area. Any violations or fines are the responsibility of the authorized driver, not the University.
 - iii. Authorized drivers must report all changes in status of their driving privileges or driver's license (including expiration, suspension or revocation) within two (2) working days of such change.
 - iv. An authorized driver may be disqualified from the list and privileges revoked at any time due to increased traffic violations, misuse of University owned vehicles, or violations of University travel policies.
 - v. A conviction of any vehicle violation while operating an owned, rented or leased University vehicle may be cause for disciplinary action.
 - vi. An authorized driver operating an owned, rented or leased University vehicle while under the influence of drugs or alcohol will receive disciplinary action, including possible termination of employment.
- h. All passengers must complete and submit an [off campus program release of liability, assumption of risk, indemnification statement form](#). This form must be submitted to Security no less than one (1) business day in advance of the trip. A copy of this form must be taken on the trip and remain with the responsible employee.
 - i. On the day of travel a transportation packet is to be picked up with the keys at Krammes. The packet will include a transportation card to be completed by the authorized driver at the conclusion of the trip.
 - j. A gasoline credit card will be included in the packet. The credit cards are only to be used for the vehicle to which they have been assigned. Cards may not be used for personal vehicles, even if the vehicle will be used for University business.
- k. Heidelberg vans are generally parked in Lot E next to Krammes. In the event that a van will not be picked up outside normal business hours, contact Security. The van or bus is to be returned to the parking lot from which it was picked up. Return the packet including transportation card, keys, and gas card to Krammes or placed in the drop box located near the front entrance after hours.
 - l. Vehicles are to be kept only for the specified time that has been scheduled and must be returned to Krammes immediately upon return to campus. Vehicles may be kept longer for cases such as an overnight stay caused by inclement weather. Keys and transportation packets must be returned to Krammes immediately upon return to campus.
- m. Krammes is to be notified of any mechanical problem and/or damages to the van.
- n. All after hour inquiries shall be directed to Security. Inquiries shall include, but are not limited to:
 - i. vehicle complications
 - ii. injuries requiring serious and/or immediate medical attention
 - iii. travel delays
 - iv. confirming stay arrangements in the event of inclement weather
- o. Security is to be notified of any changes to the passenger manifest before departing to the destination or returning to campus. Security will notify Krammes of any changes to the passenger manifest.

II. Travel Safety

- a. Responsibilities of the authorized driver include safe and lawful operation of the vehicles at all times.
- b. All vehicle occupants must wear seat belts while the vehicle is in motion.
- c. Consumption of alcohol is not permitted within twelve (12) hours prior to driving a University vehicle. No alcohol containers, open or closed, will be allowed in any University vehicle.
- d. Authorized drivers are not to be under the influence of any illegal drugs, prescription drugs, or any over-the-counter medications that may cause drowsiness, or impede driving.
- e. Use of a cell phone by the driver is strongly discouraged. Texting by the driver while the vehicle is moving is prohibited. Accidents caused by distracted drivers may be cause for disciplinary action.
- f. When the possibility of inclement weather exists:
 - i. Krammes and the responsible employee will check the weather and driving conditions.
 - ii. During a Level II road advisory, no vehicle will leave campus without approval from the Dean of Student Affairs and Krammes.
 - iii. No Heidelberg University vehicle will be permitted to leave campus for an event under a level III road advisory.
 - iv. No Heidelberg University vehicle will be permitted to return to campus from an event under a level III road advisory. It is at the authorized driver's discretion whether a vehicle will return under a level II road advisory.
 - v. No Heidelberg University vehicle will be permitted to drive through a county under a level III road advisory.
 - vi. When inclement weather prevents return travel to campus, Security should be contacted. Security will contact the appropriate personnel to arrange lodging for the night.
- g. If an accident occurs:
 - i. For emergencies always dial 911 first.
 - ii. While traveling on University business, immediately report any accidents to local law enforcement or state highway patrol. Dial 911 first, if there are injuries.
 - iii. The accident will be reported to Security.
 - a. Injuries sustained by Heidelberg University students, faculty, staff, volunteers, and guests will be reported to the Administrator on Call by Security.
 - iv. In the event of an accident involving a Heidelberg University vehicle, request a police accident report to supplement a Heidelberg University accident report. An official accident report must be submitted to Krammes upon returning to campus.
 - v. An accident report form will be provided in all University vehicles and should be completed immediately at the scene by the authorized driver and turned in as soon as possible to Krammes.
 - vi. If you have immediate questions or non-emergency issues while at the scene of an accident call Security for additional instructions.

- h. Vehicle breakdown:
 - i. If a vehicle breaks down the authorized driver should first insure the safety of the vehicle's occupants.
 - ii. The authorized driver should contact Security.
 - a. Be prepared to know the vehicle location and any condition that may have caused the breakdown.
 - b. Security will then contact Krammes for instructions.
- i. Vehicles traveling more than 250 miles from the University require at least two authorized drivers per vehicle and require completion of a Driver Log as provided by Krammes.
 - i. Each authorized driver on the out-going and return trips is required to document their driving hours in the log. These hours must be submitted with the transportation packet.
- j. No authorized driver, should drive a University vehicle for a period lasting longer than four (4) consecutive hours in any 24 hour period. After four (4) hours of consecutive driving a break of no less than 30 minutes must be taken. No authorized driver will be permitted to drive for more than eight (8) hours in a 24 hour period.
- k. Restricted travel hours are between Midnight and 5am. No travel shall commence prior to 5am or after 12am. Exceptions can be made for a team or group that must depart at an early hour with the approval of the Dean of Student Affairs and Krammes.

III. Travel Destination

- a. **Ohio (in state travel, athletics, field trips, conferences, etc.)**
 - i. Approval
 - a. All University sponsored events or activities involving travel must be approved by the appropriate administrator 72 hours prior to the trip departure.
 - ii. Required Forms
 - a. [Passenger Manifest Form](#)
 - b. [Travel Itinerary Form](#)
 - c. [Off campus program release of liability, assumption of risk, indemnification statement form](#)
 - iii. Transportation Safety
 - a. All rules in Section II (Travel Safety) apply.
 - b. Vehicle safety inspection to be performed by Krammes before the trip.
 - c. Be sure to have emergency contact numbers.
 - d. Contact Security for emergency numbers and information before departing on the trip.
 - iv. Safety during stay
 - a. Should an emergency occur, participants should immediately make contact with their responsible employee.
 - b. In case of serious illness or injury seek medical attention at nearest hospital or call 911 for an emergency.
 - c. The responsible employee will contact Security to report the emergency.

b. Out of State Travel

- i. Approval
 - a. All University sponsored events or activities involving travel must be approved by an appropriate administrator 72 hours prior to the trip departure.
- ii. Required Forms
 - a. [Passenger Manifest Form](#)
 - b. [Travel Itinerary Form](#)
 - c. [Off campus program release of liability, assumption of risk, indemnification statement form](#)
- iii. Travel Alerts
 - a. Department of transportation websites should be used to check for travel issues such as construction and hazardous weather in the towns, cities, or states to be traveled.
- iv. Transportation Safety
 - a. All rules in Section II (Travel Safety) apply
 - b. Vehicle safety inspection to be performed by Krammes.
 - c. Be sure to have emergency contact numbers.
 - d. Contact Security for emergency numbers and information before departing on the trip.
- v. Safety during stay
 - a. Should an emergency occur, participants should immediately make contact with the responsible employee.
 - b. In case of serious illness or injury seek medical attention at nearest hospital or call 911 for an emergency.
 - c. The responsible employee will contact security to report the emergency.

c. Travel to Foreign Countries

- i. Approval
 - a. All University sponsored events or activities involving travel must be approved by an appropriate administrator 90 days prior to the trip departure.
- ii. Required Forms
 - a. [Passenger Manifest Form](#)
 - b. [Travel Itinerary Form](#)
 - c. [Off campus program release of liability, assumption of risk, indemnification statement form](#)
- iii. Travel Alerts & Warnings
 - a. Before any trip abroad is approved the U.S. Department of State website will be used to check the safety, security, and potential health risks of the country to be traveled to.
<http://travel.state.gov/content/passports/english/go.html>
 - a. If safety to the country is a concern then approval must be requested to the Dean of Student Affairs.
 - b. One week prior to international travel the advisor/representative must confirm with the Dean of Student Affairs that travel is approved.

- iv. Transportation Safety
 - a. Be sure to have all required travel documents.
 - a. Valid passport, birth certificate, etc.
 - b. Be prepared for an emergency.
 - a. Be sure to have emergency contact numbers.
 - b. Contact Security for emergency numbers and information before departing on the trip.
 - c. Pack Smart.
 - a. Carry a minimum number of valuables.
 - d. Money/Currency
 - a. Check and understand the exchange rate before you travel.
 - e. Vaccinations
 - a. The U.S. Centers for Disease Control (CDC) and the World Health Organization (WHO) can provide you their recommendations for vaccinations and other travel health precautions.
 - f. Local Laws
 - a. You are subject to the local laws of the country. If you break local laws while abroad, your U.S. passport won't help you avoid arrest or prosecution, and the U.S. Embassy cannot get you out of jail.
- v. Safety during stay
 - a. Should an emergency occur abroad, participants should immediately attempt to make contact with their in-country contacts for assistance in seeking safety and further help.
 - b. The responsible employee will contact the FrontierMEDEX (Worldwide * 24-Hours A Day) phone number provided by Heidelberg University's insurance carrier for immediate assistance.
 - c. The responsible employee will contact Security to report the emergency.

Administration and Interpretation

This policy is administered by the Krammes Service Center. Questions regarding policy, operations, or schedules should be directed to the Transportation Manager.

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