



## **Austin Peay Athletics Team Travel Policy**

### **Purpose**

Austin Peay Athletics is committed to providing a practical and effective policy for managing the risks associated with team travel for intercollegiate athletics and spirit programs. The Department of Athletics Team Travel Policy (“Team Travel Policy”) is designed to prioritize the safety of Austin Peay Athletics students during team travel.

### **Applicability**

The Team Travel Policy applies to the following types of athletics-related travel:

- **Athletic Team Members or Student-Athletes:** Travel directly related to intercollegiate athletic participation.
- **Spirit Team Members:** Includes cheerleaders, dance team members, and mascots traveling in support of intercollegiate athletic or club sports teams.
- **Support Personnel:** Includes student managers, trainers, videographers, and other student workers traveling to support intercollegiate athletic teams.

### **Travel Not Covered by this Policy**

Local travel within a 30-mile radius of the Austin Peay campus is not considered Team Travel under this policy. Excluded travel includes:

- Travel to and from the Austin Peay campus for practices, competitions, or other activities.
- Travel to and from off-campus team meals.
- Travel for community service activities.
- Travel for informal or voluntary team activities.

### **Discretion**

The Athletics Director and/or his designees, including Sport Administrators have discretion in interpreting and enforcing this policy.

### **Ground Transportation**

**A. Trip Length:** Ground travel trips may not exceed 7 hours one way. For trips exceeding 7 hours, alternate transportation, such as air travel, should be arranged.



## **B. Approved Forms of Ground Transportation**

The following types of vehicles are approved for Team Travel, provided permissible drivers are utilized and all other conditions are met:

### **1. Personal Vehicles**

#### **a. Permissible Drivers:**

- i. Non-student University employees and volunteer coaches.
- ii. Intercollegiate student-athletes and spirit team members for travel to off-campus practice sites within a 30-mile radius.
- iii. Managers and student workers for Team Travel within a 30-mile radius.

#### **b. Conditions:** Owners of personal vehicles are responsible for maintaining insurance in accordance with statutory requirements.

### **2. Dealer Cars (via the Athletics Dealer Car program)**

#### **a. Permissible Drivers:**

- i. Non-student University employees and volunteer coaches approved by the dealer.
- ii. Managers and student workers approved by the dealer.

#### **b. Impermissible Drivers:**

- i. Intercollegiate student-athletes, spirit team members, and non-Austin Peay affiliates.

#### **c. Insurance:** Some cars are insured by the dealer; all are covered by University insurance.

### **3. Rental Vehicles (excluding 12-passenger vans)**

#### **a. Permissible Drivers:**

- i. Non-student University employees and volunteer coaches.
- ii. Managers and student workers.

#### **b. Impermissible Drivers:**

- i. Intercollegiate student-athletes, spirit team members, and non-Austin Peay affiliates.

#### **c. Insurance:** Rental vehicles used for University business are insured by the University; additional rental company coverage is unnecessary.

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

#### **a. Permissible Drivers:**

- i. Non-student University employees and volunteer coaches.
- ii. Managers and student workers.

#### **b. Impermissible Drivers:**



- i. Intercollegiate student-athletes, spirit team members, and non-Austin Peay affiliates.

- c. **Insurance:** Covered by University insurance.

## **5. Buses**

- a. Must be arranged through approved charter services.
- b. Drivers must have valid Commercial Driver's Licenses and be paid professionals provided by the charter company.

## **6. Other Modes of Ground Transportation**

- a. Any unlisted transportation requires prior approval by the Sport Administrator.

## **C. Driver Requirements and Responsibilities**

1. **General Conduct:** Drivers must operate vehicles professionally, adhering to University policies and traffic laws.
2. **Driver Qualifications:** All drivers must have a valid U.S. driver's license.
3. **Operational Rules:**
  - a. **Substance Use:** Drivers must not operate vehicles under the influence of alcohol, illegal drugs, or impairing medications. Passengers and drivers are prohibited from using drugs or alcohol during Team Travel.
  - b. **Fatigue:** To prevent accidents, drivers must not drive while fatigued. Trips over three hours require multiple approved drivers, and student drivers must not exceed three consecutive driving hours. No student driving is allowed between 1 a.m. and 5 a.m. except in emergencies.
  - c. **Seatbelts:** All occupants must wear seatbelts; vehicle occupancy must not exceed the number of seatbelts.
  - d. **Weather and Road Safety:** Drivers must assess weather conditions and may delay or cancel trips if conditions are unsafe.
  - e. **Unauthorized Passengers:** Hitchhikers and unauthorized passengers are prohibited.
  - f. **Student Comfort:** Student drivers should avoid driving in situations they find uncomfortable (e.g., bad weather, unfamiliar roads, or large cities).
4. **Reporting Requirements:**
  - a. Accidents, damages, and traffic violations must be reported immediately to local police (if applicable) and the Sport Administrator.
  - b. Drivers must report changes to their driver's license status (e.g., suspension) within two business days.



## **Hotel Accommodations**

- Student-athletes should be assigned 1 student-athlete to a bed during overnight stays.
- Coaches and staff should ensure that all rooms are properly secured and that accommodations meet basic safety standards.

## **Travel Authorization**

### **A. Approval and Required Documentation**

1. **Travel Plans:** Head Coaches or designees must submit a semester or annual Schedule Plan, accounting for modes of transportation, missed class policies, and budget considerations.
2. **Emergency Contact List:** Sport Administrators must submit and update emergency contact lists for all travel party members.
3. **Trip Itineraries:** Detailed itineraries must be submitted before each trip.
4. **Students Traveling Separately from the Team:** Students who travel separately (e.g., meeting the team at a location or leaving directly from the competition) must sign a waiver.

## **Appendix Items:**

- **Appendix A\_SA Separate from Team:** should be completed when a student-athlete elects to travel separately from the team. [Appendix A SA separate from the team](#)
- **Appendix B\_Incident or Accident Report Form:** should be completed when an incident or accident related to team travel occurs. [Appendix B Incident or Accident report form](#)
- **Appendix C\_Foreign Travel Checklist:** [Appendix C Foreign Travel Checklist](#)
- ARMS/ NCAA Compliance Forms:
  - Liability Release completed annually prior to start of academic year (Example here: [Liability Release](#))
  - Team Travel Manifest/itinerary completed prior to any away competition (Example here: [Team Travel Manifest](#))