



OPSU POLICIES AND PROCEDURES

TITLE: OPSU Team Travel Policy

APPROVED BY: Larry Peters, VPAAO

DATE: April 27, 2013

1.01 Purpose

- A. To provide a framework for safe and efficient athletic team travel for the Oklahoma Panhandle State University Department of Intercollegiate Athletics.
- B. To assign responsibility and accountability for enforcement.
- C. Where compliance with any of the specific requirements of this policy may not be capable of verification, such compliance shall nevertheless be considered an expectation of performance by the University.

2.01 Applicability

For purposes of this policy, athletic teams are defined as:

Baseball
Basketball, Women and Men's
Football
Golf, Women and Men's
Softball
Volleyball
Cross Country, Women and Men's
Cheerleading, Mascots, Spirit Squad, Student Trainers, and/or Student Managers traveling as a part of a team listed above or any other such team as may be subsequently added to the OPSU Intercollegiate Athletics Program.

3.01 Responsibility for Administration

- A. The Vice President for Fiscal Affairs shall be responsible for overall administration of this policy and shall assign a member of his/her staff to be responsible for compliance, oversight, and necessary record keeping. The Vice President for Fiscal Affairs or his/her designee shall provide a copy of this policy to every coach; provide training to every coach; and maintain on file in the Fiscal Affairs Department a signed certificate by each coach stating the coach has read and understands this policy.
- B. The Vice President for Fiscal Affairs or his/her designee shall have the responsibility to verify the type of vehicle recommended for use for athletic travel is in compliance with this policy. Coaches are responsible for developing their season travel plans, to include recommended vehicle types, and gaining written approval from the Vice President for Fiscal Affairs in advance of the season or subsequent schedule change. Coaches will consider the type of travel necessary to comply with the institutional policy on missed classes. Post-season travel shall be handled according to NCAA guidelines and approved by the Vice President for Fiscal Affairs or his/her designee.
- C. The Vice President for Fiscal Affairs or his/her designee shall review and recommend revision, as deemed appropriate to this policy annually, in accordance with institutional guidelines on policy revisions. The Vice President for Fiscal Affairs shall have the authority, to approve reasonable waivers, in writing, of the OPSU Team Travel policy guidelines to allow travel in emergency situations. The Vice President shall place student-athlete welfare as the highest priority in any modification. All such waivers will be kept on file in the Fiscal Services Department.

4.01 Accountability

Any coach or athletic staff member knowingly violating this policy will be suspended with or without pay until the Vice President for Fiscal Affairs or his/her designee investigates the violation. Violations may result in disciplinary action or termination.

5.01 Types of Vehicles Used for Team Travel and Requirements for Operation

General Requirement: Coaches, assistant coaches, student trainers, student managers, mascots and members of the spirit squad may drive vehicles used for team travel, if the specific requirements for the vehicle are met. Student athletes may not drive other athletes as a part of team travel. Drivers must be insurable. Drivers shall not use alcohol eight (8) hours prior to or during operation of motor vehicles.

The following types of vehicles shall be approved for athletic team travel under the conditions noted:

A. Automobiles/Minivans (Specific Requirements)

1. Drivers are required to obtain a certification.
2. Drivers must be at least 21 years of age, have a valid and approved driver's license and be rested.
3. A qualified, paid driver, not a member of the travel party, must be used if traveling farther than 500 miles one-way, or if the trip is expected to extend later than 2:00 a.m., or overnight.

B. Twelve and Fifteen Passenger Vans (Specific Requirements)

1. Drivers are required to obtain a certification -
 2. Drivers must be at least 21 years of age, have a valid and approved driver's license, proof of insurability and be rested.
- Drivers must submit to a health check as required by the license.
4. A qualified, paid driver, not a member of the travel party, must be used if traveling farther than 500 miles one-way or if the trip is expected to extend later than 2:00 a.m., or overnight.
 5. Only vans with a 155-inch wheelbase equipped with "E" rated radial tires, or equivalent, properly inflated will be allowed to transport teams greater than 150 miles from a point of departure. In cases when it is necessary to lease vans from a commercial vendor or when vans are provided as a courtesy, team travel is authorized even if the van does not meet the 155 inch/"E" criteria, but travel will be limited to 150 miles one way.
 6. Twelve passenger vans shall be loaded with no more than ten passengers, with or without, equipment. Fifteen passenger vans shall be loaded with no more than twelve passengers, with or without, equipment.

C. Fifteen Passenger Dual-Wheeled Mini-Buses (Specific Requirements)

1. Drivers are required to obtain a certification.
2. Drivers must be at least 21 years of age, have a valid and approved driver's license, proof of insurability, and be rested.

Drivers must submit to a health check as required by the license.

4. A qualified, paid driver, not a member of the travel party, must be used if traveling farther than 500 miles one-way or if the trip is expected to extend later than 2:00 a.m., or overnight.
5. Occupancy and load capacity must not exceed the manufacturer's suggested limits.

D. Buses (Specific Requirements)

1. Buses may be used to transport to away venues, transport to hotels from airports, and transport from hotels to playing venues.
2. Approved buses for team transport are motor coach common carriers or institution leased, owned or operated over-the-road bus transports.
3. Drivers of buses must have a valid and approved Class B(P) Commercial Driver's License.
4. Drivers must submit to a health check as required by the license-
5. The designee shall continue to request on a semi-annual basis, written proof of compliance with Sections 6.01(d)(3), 6.01(d)(4), and 6.01(d)(5). Contracts with bus companies must contain an assurance that Sections 6.01(d)(3), 6.01(d)(4), and 6.01(d)(5) are still current. On an emergency basis, designee must obtain assurances orally and document. Oral verification is acceptable only when written verification is not reasonably obtainable. All such oral verifications will be-documented at a later date and kept on file in the Fiscal Services Department-

E. Mini-buses (defined as 16 – 30 passenger transports) (Specific Requirements)

1. Acceptable mini-buses shall be institution owned or commercially owned.
2. Driver must have a valid and approved Class B(P) Commercial Drivers License to operate a mini-bus for purposes of this policy.
3. Drivers must submit to a health check as required by the license-

F. Air Transportation

Commercial air carriers, may be used for the purposes stated and are subject to the provisions below:

Commercial carriers maintaining a 121 scheduled certificate are an acceptable means of travel for athletic teams. Tickets for commercial travel must be procured under the travel guidelines established by the State of Oklahoma.