

HOFSTRA UNIVERSITY

Field Trip Operational Policies and Procedures

Any Hofstra University employee who sponsors an approved University field trip shall be knowledgeable of and comply with the following policies and procedures. Violators may be subject to the loss of University sponsored vehicle usage for such field trips and/or appropriate administrative action in addition to any legal action that may result.

1. General

- A. Where financially and logistically possible, it is strongly encouraged that faculty arrange for transport by bus or by mass transit. .
- B. Faculty are not required or requested by the University to transport students to off site locations. The University does not prohibit carpooling or other private arrangements worked out among individuals, but such arrangements are not University-sponsored. Use of personal vehicles by Faculty is at a Faculty member's own risk and Faculty member is solely responsible.
- C. Rented or leased vehicles used on field trips are for official use only. Vehicles are not to be taken to private residences or used for personal business. Vehicles may be parked at a public place of lodging (hotel, conference center, etc) when an employee's duties require him or her to be away over night. All University sponsored field trips using vehicles shall originate and terminate on University property.
- D. Vehicles shall be used solely for performing the official business of Hofstra University. Officially scheduled University events include class field trips, athletic events, musical and dramatic performances, workshops, seminars and conferences, and other University business.
- E. The scheduling of field trips is done by submitting a properly completed Field Trip Approval Certification form, which shall include completed trip ticket and driver information. The information shall include the following:
 - 1) Name of faculty/staff in charge of the trip (primary driver) w/contact information (i.e. cell phone, etc), license data, and driving history.
 - 2) Any additional drivers with contact information, license data, and driving history (a separate form must be completed for each driver).
 - 3) Pick-up location, including estimated dates and times.
 - 4) Agenda of travel during reserved period, including dates and times.
 - 5) Destination, map, and purpose of trip.
 - 6) Address and phone number of hotel if staying overnight.
 - 7) Time of expected return and location.
- F. Upon authorization of the request and a completed driving background check from Human Resources, confirmation will be sent to the requestor, Public Safety, and respective Dean's Office/Provost. Van rentals will not be permitted without an approved Field Trip Certification form and accompanying trip ticket information. All rentals are to be obtained by issuing a purchase order to the Hofstra University purchasing department. The maximum amount of rental insurance, through the van rental provider, should be obtained.

2. Vehicle Operations

- A. Only vehicle operators authorized by Hofstra University are permitted to operate a University vehicle.

Permissible groups may include faculty, administrators, and graduate students, subject to the following qualification criteria:

- Minimum Age: 21 years
 - Driver Experience: Minimum of one year of driving experience is required
 - Driving History: Can not indicate conviction of more than one traffic infraction/moving violation or preventable accident in the past 12 months

 - Driving History: Can not indicate conviction for violation of DWI, DUI or Reckless Driving in the past five years.
- B. All vehicle operators shall be holders of a valid driver's license. A copy of the driver's license shall be on file with the Field Trip Certification form.
- C. Van rental size is limited to only those types allowed under a Class D driver's license. Due to safety concerns, the University will not permit fifteen (15) passenger van rentals.
- D. A completed Field Trip Certification form must be on file for each requested field trip.
- E. Operators shall drive in a legal, safe, and courteous manner.
- F. Passengers in University sponsored vehicles shall be limited to Hofstra University employees, teaching assistants, approved volunteers, and enrolled students.
- G. All vehicle operators and passengers shall be liable for disciplinary action by the University's administration for violation of the official policies and procedures governing the use of such vehicles.
- H. The University reserves the right to cancel trips at any time if a vehicle operator violates any official policies or procedures. If passengers in fleet vehicles violate any official policies and/or procedures, the University operator should immediately cancel the trip and return the vehicle to the University.

2. Safety

- A. The driver must inspect the vehicle prior to each trip to ensure that lights, brakes, steering and horn are functioning, tire pressure is adequate and that there are no obvious fluid leaks.
- B. The vehicle should be equipped with three reflective safety cones or triangles to identify and direct traffic away from the vehicle in the event of a breakdown.
- C. All persons operating or riding in University vehicles shall wear lap/shoulder belts, or combinations thereof, as provided.
- D. Smoking in vehicles is prohibited.
- E. Drivers can not use medication whether prescribed by a medical provider, or over the counter that can result in drowsiness or otherwise impair driving
- F. Alcoholic beverages and/or illegal drugs are prohibited in University vehicles.
- G. Use of a "hand-held" cell phone is strictly prohibited while driving. Limited use of a "hands-free" cell phone is permitted when absolutely necessary and in all cases, the driver should pull over to a safe rest stop whenever possible.
- H. Drivers must have a minimum of 10 consecutive hours of rest before starting the trip and are not permitted to drive for more than 11 hours in any 24 hour period.
- I. Drivers must adjust their speed and following distance in accordance with road, weather, traffic, construction and light conditions. For example, the driver must increase following distance and decrease speed on slippery road surfaces.

3. Accidents

- A. An operator whose vehicle is involved in an accident resulting in damage to the

Vehicle or to any other property, or to any person, regardless of whether or not the operator was in the vehicle at the time of the accident, shall immediately contact the Public Safety Office at 516-463-6606.

- B. In the event a police report is issued, the operator shall obtain a copy and submit it to Public Safety upon their immediate return.

4. Trip Waivers

- A. A Waiver and Release of Liability form must be completed and signed by each student participating on the trip. The form includes a waiver statement for liability and medical care, student medical contact information, student insurance carrier, and student health policy number.