

Excerpt from Athletics Policy Manual: XVI. Sport Administration

Team Travel

The University of Iowa has in place a travel policy that protects the health and safety of Iowa student athletes. This policy will be communicated to athletics department staff and student athletes annually.

A. Policy Oversight

The Department of Athletics has an obligation to work within the confines of University policy relative to property and liability. Other aspects of this policy are at the discretion of the Department and will be based primarily on the safety and welfare of the student-athlete and coach, fiscal responsibility, and equity.

1. The Department of Risk Management, Insurance & Loss Prevention is responsible for administering risk management and insurance programs in compliance with the University of Iowa and State Board of Regents' risk management policies and procedures, and state and federal laws. Protecting the University's interests includes overseeing waivers utilized by Athletics, administering the University's Fleet Safety Program and working closely with Fleet Services. See UI Operations Manual: [Part V. Administrative, Financial, and Facilities Policies, Chapter 15: Risk Management and Insurance](#).
2. University Fleet Services is a division of Parking and Transportation and oversees the use of University vehicles, including authorizing operators and maintaining compliance with Iowa law and UI Fleet Safety Program. See UI Operations Manual: [Part V. Administrative, Financial, and Facilities Policies, Chapter 19: Fleet Services](#).

B. Accountability

Any coach or athletics staff member knowingly violating the Department of Athletics' or the University of Iowa's transportation policies and UI Fleet Safety Program is subject to disciplinary action by the Director of Athletics. Staff shall apply the principles within this document when developing annual budgets. Actions that are not in keeping with this policy require supervisory approval. Supervisors shall determine if the unit is financially responsible for the expenses related to travel situations outside the control of the unit (e.g., weather delayed travel, alternative transportation, high accommodation costs).

C. Emergency Contact

The sport's Sport Administrator shall be the emergency contact for all team travel. In the sport of football, the Deputy Director and the Senior Associate Athletics Director will serve as emergency contacts. If the designated emergency contact is traveling with the team, an alternative administrator shall be named the emergency contact for that trip. In sports other than football, the alternative emergency contact shall generally be the Deputy Director or Senior Associate Athletics Director. The head coach (or designee) shall keep the emergency contact(s) informed of any major disruptions and/or changes to the planned itinerary. The emergency contact shall assist with alternative charter arrangements and initiate the [Incident Management Plan](#) should a crisis occur.

D. General Expectations

1. **Student-Athletes & Private Vehicles.** Student-athletes are not to transport other student-athletes in private vehicles once the students have reported for an official University activity/function. Once the student has reported, official university transportation needs to be supplied by employees and other university-approved drivers or commercial drivers. This directive means it is inappropriate to ask a student-athlete, in his/her own car, to transport others (1) to the airport when departing for an away competition, or (2) to an alternative practice site (e.g., Lake MacBride) after reporting to a central location.
2. **Travel Party Form (TPF).** Each sport shall submit a fully executed *Travel Party Form* to the Compliance Office in a timely fashion, preferably **five days prior to the trip**. Any changes to the PCA approved schedule should have already been processed so that the TPF matches the official schedule. See [scheduling procedures](#) for more information. If you have a special travel situation that requires pre-approval (see #3), attach all pre-approval documentation and waivers to your TPF.
3. **Travel Situations Requiring Preapproval or Notification.** Attach the pre-approval documentation and waivers to the *Travel Party Form (TPF)*.
 - a. **Travel Modifications.** The following situations require special approval by the Sport Administrator and/or PCA Liaison. DO NOT purchase nonrefundable tickets or rooms prior to receiving approval. Use a [Travel Modification Form](#).
 - i. **Depart more than 48 hours prior to the start of competition; OR**
 - ii. **Return more than 36 hours after conclusion of competition; OR**
 - iii. **Miss more class days than on PCA-approved schedule** (1) for a particular trip **OR** (2) any increase to total class days missed made to schedule on/after August 20 (fall winter sports) or January 15 (spring sports).
 - b. **Special Activities:** The following must be pre-screened for liability or compliance issues. For the following situations, submit a [Special Activities Request](#) to your Sport Administrator.
 - i. **Off-Site Practice Outside 30-mile Radius, Overnight Training Camps or Non-Traditional Training Activity:** Attach approval and/or liability waivers when submitting *Travel Party Form*.
 - ii. **Entertainment Activities (local or when traveling):** Seek a review of any entertainment activities and expenses outside of movies or museums. Attach documented approval and/or liability waivers when submitting *Travel Party Forms*. Existing waiver forms include:
 1. [Planet X Climbing Wall Waiver](#)
 - c. **Additions to the Official Travel Party:** For any additions to the official travel party, seek pre-approval from your Sport Administrator by email and telephone. There may be liability or compliance issues to be resolved. Attach documented approval and/or [Travel Waiver and Release](#) forms when submitting *Travel Party Form*.

- d. **Delayed Return.** If the travel party's return to campus is unexpectedly delayed, submit a [Travel Modification Form](#) with details of the delay to the Travel Party Form Administrator. Keep your Sport Administrator informed of your status.
4. **Itinerary.** Student-athletes are to receive an itinerary prior to each team trip detailing mode of transportation, lodging information, and a general schedule. Critical times related to competition(s) should be noted.
5. **Hotel Accommodations.** Coaches shall place only two student-athletes to a hotel room. Exceptions must be approved by the Sport Administrator.
6. **Meals.** Coaches shall adhere to in- and out-of-state per diem amounts when budgeting and disbursing cash. Permissible meals shall not be withheld for any reason.
7. **Individual Student Athlete Travel.** Student athletes traveling individually on any trip involving official University competition are to be accompanied by a coach or staff member. In general, members of a team are expected to travel to a competition site as part of the official travel party. Requests for exceptions due to special circumstances will be taken under consideration by the Sport Administrator and Director of Athletics.
8. **Release of Student Athlete from Official Travel Party.** If the student athlete is being released from the travel party after the competition (not returning to Iowa City with the team), written parental/guardian consent is needed (regardless of age) via the completion of a [Student-Athlete Travel Waiver and Release Form](#). The head coach should sign and date as the Departmental Representative. Retain completed waivers in the sports office. At the conclusion of the academic year, provided there have been no travel issues, signed waivers may be destroyed.
9. **Weather.** If the weather appears questionable or severe, the coach can decide to cancel the competition, following consultation with the appropriate university officials (Sport Administrator and/or Director of Athletics), taking into consideration conference policies and contractual obligations.
10. **Delayed Air Travel.**
 - o **Return to Iowa.** If rebooked flights cause a team to be delayed more than 24 hours or to miss additional class days and the team is in reasonable driving distance of Iowa City, alternative travel arrangements such as bus or rental vehicles can be made. The Sport Administrator or Director of Athletics is to be contacted before making such a decision.
 - o **Travel to Event.** If rebooked flights cause a team to miss either a contest or critical obligations leading up to the contest, consult university officials (Sport Administrator and/or Director of Athletics) to determine the appropriate course of action. Conference policies and contractual obligations will need to be taken into consideration.
 - o **Splitting of Travel Party.** Every effort shall be made to have each student athlete group accompanied by a university staff member; and no student athlete traveling by him/herself.
11. **Modes of Transportation.** Sport Administrators shall apply similar standards to sports, taking into account equity and Big Ten schedule requirements. Coaches shall budget according to the following guidelines:
 - o **Vans and Autos.** Such vehicles may be used when a travel party contains 20 or fewer passengers. A qualified paid driver is required for trips outside the local

area. Exceptions must be approved by the Sport Administrator. All drivers must be authorized by UI Fleet Services.

- **Commercial Buses.** When more than 20 passengers are part of the land travel party, a large bus is required. If available, a small bus for a group of 20 or fewer is recommended. Exceptions must be approved by the Sport Administrator.
- **Commercial Airlines.** Commercial airline travel shall be approved by the Sport Administrator during the budgeting process.
- **Charter, Time-Share and Other Aircraft.** Such travel must be approved by the Sport Administrator. All charter services procured shall be subject to the involvement of the UI Purchasing Department. UI Risk Management must approve all other air services used for team travel.

E. Ground Transportation Expectations

1. Approved Uses (UI Fleet Safety Program Expectations)

University vehicles may be used solely for the purpose of conducting University business. Individuals who violate this policy are personally liable for any accident that occurs when conducting non-university business.

2. Authorized Drivers

Any individual who drives a University vehicle for team transportation purposes must be authorized by UI Fleet Services or, in the case of a department owned vehicle, Risk Management.

- a. **Staff Driver.** A coach, institutional staff member or qualified paid driver should be driving the vehicle at all times. Only in unavoidable emergencies should a student (team member, team manager, athletics trainer) be driving.
- b. **Qualified Paid Driver.** The Department will assist in identifying potential drivers. The name of the requested driver must be submitted to UI Fleet Services for evaluation at least one week in advance, via the normal motor pool requisition process.
- c. **Student Driver.** Any student asked to drive must have been cleared by UI Fleet Safety and by the Sport Administrator. Student driver must be under the direction of the Primary Driver for the trip. Students who have been involved in the competition must be permitted to rest prior to driving long distance.
- d. **General Safety Guidelines**
 - **Fatigued or Ill.** If any of the drivers on a trip become tired, fatigued, or ill, then every effort should be made to rest or stop at a hotel/motel along the way.
 - **Other Safety Requirements**
 - No cell phone use while driving.
 - All passengers wear seatbelts.
 - Comply with speed limits.
 - No alcoholic beverages in the vehicle.
 - No smoking or use of tobacco products.
 - Drivers should never consume alcoholic beverages.

- **Long Distance Driving Guidelines (Fleet Safety Program).** The following apply under good driving conditions.
 - **Individual Travel**—one authorized driver; 30-minute break every 4 hours; no more than 10 hours total during a 24-hour period.
 - **Group**—must have two designated authorized drivers, at least one backup driver on each trip. Rotate driving duties every 2 hours, 1-hr break every 6 hours for all drivers and occupants; any one driver may not drive more than a total of 10 hours during a 24-hour period.

3. Van Travel Issues

- a. **Van Safety.** All tires are to be in good shape with plenty of tread intact. All passengers must wear seatbelts. Individuals who drive 15-passenger vans must have specialized training through UI Fleet Services.
- b. **Van Capacity.** For trips outside of the local area or on the Interstate, the following limitations shall apply:
 - **12-Passenger van.** No more than 8 passengers, with or without, equipment.
 - **15-Passenger van.** Use is discouraged. If used, no more than 9 passengers, with or without, equipment.
 - **The limits** do not apply to travel within the Iowa City/Coralville area.

F. Authorized Passengers

Regardless of mode of travel, any individuals not part of the regular travel party (coaches and staff and their immediate families, and student-athletes) shall complete an [Authorized Passenger Travel Waiver and Release](#) for each trip taken. Retain all signed waivers. At the conclusion of the academic year, provided there have been no travel issues, signed waivers may be destroyed.

Individuals who must complete a Travel Waiver and Release:
UI Foundation Employees
Boosters
Family Members of Boosters (including minors)
Non-Learfield Media Representatives
Other Third Parties (any individual not in the above categories and not affiliated with the University of Iowa)

G. Unauthorized Passengers

When the method of transportation is a University-owned vehicle, individuals other than the regular travel party may not travel in the vehicle. Family members are not allowed in a University-owned vehicle at any time.

H. Charter Flight Use Guidelines

All travel must be approved through the budget process, sport administrator, and/or director of athletics. It is crucial that advance planning be done by the head coach to take advantage of University purchasing guidelines, travel discounts and seat availability.

1. The University of Iowa Department of Athletics will consider a charter flight for teams other than football, men's basketball, women's basketball and volleyball if one or more of the following issues arise:
 - a. **Final exam conflict:** A charter flight may be considered if a Big Ten team competition or championship requires the team to arrive back to campus at an unreasonable hour prior to final exams or if a charter flight would enable a team to depart at a later date/time to allow more student-athletes to attend final exams before departing for the Big Ten Conference competition or championship.
 - b. **Location of the Big Ten competition/championship:** A charter flight may be considered if a Big Ten team competition/championship is located at either Ohio State University, Penn State University, Rutgers University or University of Maryland.
 - c. **Cost of charter compared to cost of commercial flights:** A charter flight may be considered if the cost of a charter flight is comparable to the cost of commercial airline tickets for the travel party.
 - d. **Exceptions:** Exceptions to these guidelines must be presented to the sport administrator along with justification as to why a charter flight is necessary.
 - e. **Consideration for equity reasons.**
2. The following guidelines should be considered for team travel for **football, men's basketball, women's basketball and volleyball**. Charter flights will be taken for all Big Ten Conference trips with the following exceptions:
 - a. All teams shall take a charter bus to Wisconsin regardless of whether the competition is during the week or on a weekend and regardless if classes are in session.
 - b. If a competition is held on a weekend (Friday/Saturday/Sunday) at the University of Illinois or Northwestern University, a charter bus should be taken.
 - c. Volleyball will have a limited number of charters based on the conference schedule.
 - d. Any additional exceptions must have prior approval by the director of athletics.
3. **Other Teams.** Other teams are able to use charter bus, commercial airline flights or University vehicles as long as it is managed by the head coach in concert with the sport administrator.