

Student Club/Organization-Related Travel

The University of Arizona recognizes that student clubs/organizations travel for many purposes including retreats, conferences, competitions, and social events. While travel can be extremely beneficial to advancing the mission of the club/organization, it is important to remember that travel can be a high-risk activity that requires adequate proactive planning and preparation. Proper planning can mitigate many of the risks often associated with travel! Student clubs/organizations should consult with their organizational advisor in order to properly plan any trip. Organizational leadership should consider transportation options, lodging options, insurance requirements, and cost before planning a trip. Vehicles are available for rent through UA Facilities Management—MotorPool. Student clubs/organizations should submit an application for MotorPool rental to the Club Resource Center in ASUA-(3rd floor SUMC) at least 14 days in advance of planned travel. A post-trip evaluation should be completed with the club/organization advisor once the trip has commenced. Consider what was successful and what can be improved. This will assist with future planning.

Students are discouraged from using personal vehicles for club/organization-related travel. When a personal vehicle must be used for club/organization travel, the driver assumes all liability associated with the trip. Whenever possible, student club/organizations should use chartered bus/van service for transportation. **Due to safety concerns, clubs/organizations should note the use of large passenger vans defined as 12 and 15 passengers vans is discouraged by ASUA. ASUA recommends that student clubs/organizations find alternatives to purchasing, leasing, renting or transporting passengers in 12 and 15 passenger vans due to increased risk of rollover and injury.**

The University of Arizona does not encourage student clubs/organizations to travel outside of the United States unless it is deemed necessary for an educational or service-related purpose.

Student clubs/organizations should consider having participants in submit a copy of the Release, Indemnity, Assumption of Risk and Consent to Medical Treatment form. Copies of the form should be left with the advisor, as well as with traveling student leaders.

Additional travel policies and downloadable forms are available at:
<http://clubs.asua.arizona.edu>

Adapted from: Arizona State University. Student Organization Resource Guide and Policy Handbook.
http://www.asu.edu/studentaffairs/mu/clubs/docs/SORC_Manual.pdf

Release: Indemnity, Assumption of Risk, and Consent to Medical Treatment

Name of Participant:

Trip/Activity Description/Club/Organization:

I am signing this statement so that I can participate in the trip/activity described above. This "Release, Indemnity and Assumption of Risk Statement" covers all events and occurrences associated with the activities, including any associated travel and meals. If I have any concerns about my health or ability to participate, I agree to discuss my concerns with my physician before deciding to participate.

I agree to assume the risk that unexpected events may occur and result in harm, injury or illness to me, or damage to or loss of my property. I agree to indemnify University Of Arizona (UA) and/or the organization coordinating travel and agree not to take legal action against UA and/or the organization coordinating travel for any harm or damage associated with my participation or travel if the harm or damage is not due to the negligence or fault of UA and/or the organization coordinating travel. I understand that my participation in this trip is voluntary.

Health Emergency and Consent to Medical Treatment

Allergies (medicine, food, etc.):

Medications taken:

Physical Limitations:

I consent to the provision of emergency medical treatment to the extent that the treatment is necessary in the medical opinion of the physician/health care provider rendering the treatment. _____ (Initials)

Insurance Company: _____ Policy #

If I require emergency medical treatment, please contact:

Name of Emergency Contact

Person: _____

Home/Cell Phone: _____ Work Phone:

If the emergency Contact Person I have listed is not available, please contact:

Name: _____ Phone:

In this agreement, "UA" means University of Arizona, the Arizona Board of Regents, the State of Arizona, Memorial Union and their employees and agents.

Signature of Participant: _____ Date:

If Participant is younger than 18 years old, Parent or Legal Guardian must also sign:
Signature of Parent or Legal Guardian: _____ Date:

Procedures for Student Club/Organization Rental of a MotorPool

Vehicle

Making a Reservation

What you need to complete and hand in before a vehicle can be reserved for you:

1. Complete the Vehicle Request Form (form can be downloaded at <http://clubs.asua.arizona.edu>)
2. Complete Driver Registration and Motor Vehicle Record Check Online Form: <http://risk.arizona.edu/MVD/MVDForm.shtml>. **Please note:** After you fill in the online form and press "submit," print the screen page that confirms that you have entered your information into the Risk Management Database. **All drivers must submit their printed confirmation in their packet.**
 - a. The University of Arizona requires a license background check for ALL DRIVERS.
 - b. ALL DRIVERS are required to have been licensed by the State of Arizona for at least three years and have an "acceptable" driving record (as determined by the background check) in order to rent a university vehicle.
3. You need a signed memo/letter from your club/organization advisor stating the trip destination, dates, type of event and purpose of attendance.
4. **All** drivers need to provide a copy of their drivers' licenses. Note: All drivers need to have held Arizona drivers' licenses for the past three years to rent a

vehicle. If you are driving out of state you must have at least two drivers per vehicle, although it is recommended that you have more.

5. If requesting a high occupancy vehicle (HOV)—anything larger than a minivan—drivers need to have completed HOV training and provide a copy of all drivers' HOV cards (along with their drivers' licenses) with their MotorPool application and at the time of reservation. If your HOV card is dated four years or more from today, it must be renewed through Risk Management. To view scheduled HOV training dates and times and register for a training session go to: <http://risk.arizona.edu/training/index.shtml>.

After you have completed **ALL** requirements listed above, you must submit the form to the Club Resource Center. **You must complete your paperwork to request a vehicle at least 14 business days prior to departure to allow time to complete vehicle reservations.** If requesting a high occupancy vehicle (HOV), drivers and the club/organization's advisor **MUST** set up an appointment with the Associate Director, Christina Lieberman by calling ASUA at 621-2782. This meeting is mandatory only for those drivers that request a high occupancy vehicle (HOV). ASUA will contact MotorPool to make your reservations and will complete the required online paperwork and signatures. You will be notified by email and/or phone when your vehicle is officially reserved, what the approximate cost will be, and any other pertinent details.

Paying for Your Reservation

There are two ways to pay. Please note on the Vehicle Request Form the form of payment you are using.

1. Account Number: if you have an official university account number, the MotorPool can bill it direct. You must have the account number at the time you are making the request.
2. Direct pay: You must take a check payable to UA MotorPool, for 80% of the estimated cost, to the MotorPool at least 48 hours prior to departure. The remaining balance is due to the MotorPool within 24 hours of your return.

Canceling your Reservation

If you need to cancel your reservation, you must **notify** the MotorPool and ASUA at least 24 business hours in advance, or you will incur full charges (as per MotorPool policy).

Procedures for Student Club/Organization Rental of a MotorPool Vehicle (cont.)

Picking up Your Vehicle

Pick up your vehicle at MotorPool on the scheduled day and time. Note: MotorPool reserves the right to cancel your reservation if you arrive more than an hour late to pick up your vehicle. Note: If you are picking up your vehicle on a holiday or at any time other than those listed above, **make special arrangements with MotorPool to pick up keys** prior to departure and get location of vehicle in Customer Service Lot. A map with MotorPool's location can be found at <http://www.fm.arizona.edu/motorpool/motorpool.gif>

MotorPool

1597 E. 16th St.

Ph: 621- 5124

Monday—Friday	6am-5pm
Saturday	6am-12pm
Sunday	12pm-6pm

Please note:

- Receiving travel funds from ASUA does not guarantee that your request for MotorPool vehicles will be approved.
- MotorPool will not let you use a University vehicle without the ASUA signature and your advisor's signature regardless of funding.
- Your form must indicate if any service animals will be transported in the vehicle. Failure to notify will result in an additional cleaning charge.
- You must have completed the "Responsibility Agreement for Expenditures" section of the Recognition application.

Please Be Aware:

All other University use policies apply. University vehicles may only be used for the approved activity or event. The Motor Pool may refuse to release a vehicle for use if it has reason to believe the use will be improper or otherwise violate policy. The driver must present a valid driver's license when the vehicle is picked up. University vehicles are only insured by the State of Arizona for authorized use. Any loss or damages arising from unauthorized use are the responsibility of the person to whom the vehicle was checked out. In addition, the University cannot insure, or otherwise be responsible for, any use of non-university owned vehicles by student organizations, including non-university rentals and privately owned vehicles.

If you have any questions regarding this process, please call the Club Resource Center at 621-2782 or email uaorgs@email.arizona.edu.

