

**Bellarmine University Athletic Department
2005-06 Student-Athlete Handbook**

Section 14: Athletic Department Travel Policy

Practice:

For those athletic teams that must practice off-campus, due care should be taken to limit the number of student-athletes driving - this is to reduce risk of accidents and subsequent liability. Student-athletes should have reliable transportation to and from off-campus sites and student-athletes who drive, should exercise appropriate caution when driving to and from off-campus practice sites. Whenever possible, the coaching staff should drive Bellarmine (rented) vehicles.

Competition:

When an athletic team travels to an away competition, all efforts should be made for the team to travel in one party to the site of competition. Airlines, charter bus or Bellarmine (rented) vehicles driven by the coaching staff are the prescribed modes of transportation.

Any individual driving a Bellarmine (rented) vehicle must be approved by Bellarmine University's insurance carrier. Bellarmine (rented) vehicles are not to be driven by student-athletes or parents unless prior written approval has been obtained from the Athletic Director or his/her designee and the individual has been properly certified to drive. To receive driving approval, one must pass an on-line driver's certification test, pass a MV background check and complete the appropriate paperwork with the Athletic Department Office Manager.

The official team travel party consists of the coaching staff, student-athletes on the team roster, managers, athletic trainers, approved support staff (e.g., statisticians), and Bellarmine employees who travel with the team. No individual other than those in the official team party may travel in a chartered bus or Bellarmine (rented) vehicle without the written approval of the Athletic Director or his/her designee at least 24 hours prior to the trip.

Requests for student-athletes or parents (driving student-athletes) to drive their personal vehicle separately from the team (even if following the team bus or vans) to or from the site of competition must be approved at least 24 hours prior to departure by either the Athletic Director or his/her designee. Such requests will be considered on a case-by-case basis, but they should be the exception, not the norm.

When staying overnight in conjunction with team travel, all team members (student-athletes, coaches and support staff) are expected to stay in the designated team hotel with the team, not with parents or other parties. Any exception to this policy must be approved in advance of the trip by the Athletic Director or his/her designee.

After a student-athlete has completed all of his/her competition(s) and has been released by the head coach (or his/her designee), the student-athlete may return home with their parent(s) separate from the team. All other team members must return with

the official team party. A Travel Approval Form must be signed and completed 24 hours prior to departure for each competition. (See form on next page)

Addendums:

The term rented vehicles in this policy refers exclusively to vehicles rented by the Bellarmine University Athletic Department.

If a student-athlete, parent, coach, or other party drives their personal vehicle to or from the site of an official team practice or competition, the individual driving assumes primary liability should an accident occur. In such cases, the insurance carrier of the individual driving is the primary coverage and Bellarmine's insurance policy would be secondary.

If the coach drives his/her personal vehicle to or from the site of competition (even for University related business) his/her personal insurance carrier is the primary coverage.

No alcohol shall be carried or consumed in vehicles while on University related travel.

2005-06 STUDENT-ATHLETE TRAVEL APPROVAL FORM

When staying overnight in conjunction with team travel, all team members (student-athletes, coaches and support staff) are expected to stay in the designated hotel with the team – not with parents or other parties. Any exception to this policy must be approved in advance of the trip by the Athletic Director or his/her designee.

After a student-athlete has completed his/her competition(s) and has been released by the head coach or his/her designee, the student-athlete may return home with their spouse, parent(s) or legal guardians separate from the team. All other team members must return with the official team party. A signed and dated approval form must be on file in the athletic office at least 24 hours prior to departure from campus for the appointed trip. There are no exceptions.

This form must be signed and dated on and file in the athletics office no later than 24 hours prior to departure from campus for each contest/event listed below. If it is no, the student-athlete will be required to return with the official traveling party.

An approval form is required for each trip. There are no blanket approvals.

Date of Competition(s) _____

Opponent _____

My son or daughter _____ (name of student-athlete)

will be riding home with _____ (circle one:

parent(s), legal guardian(s), spouse).

Return this form to the athletic office by mail or fax. Send to:

Marilyn Staples, Athletics Office, 2001 Newburg Rd., Louisville, KY 40205

Or

Fax to: 502-452-8450

Questions: call Marilyn Staples at 502-452-8408 or email at

mstaples@bellarmine.edu

Date of Approval by Athletic Director of his/her designee _____