



## GUIDELINES FOR TRAVEL FOR STUDENT ORGANIZATIONS

- Only WPI students are permitted to be members in WPI organizations. Mass Academy students are not permitted to attend WPI sponsored trips without a parent or MA Academy faculty chaperone.

### *GENERAL GUIDELINES FOR ACTIVITIES:*

- All meetings, trips and activities must be pre-planned and carefully organized by the organization's officers or other designated members. Activities that involve inherent risk or have caused undo risk of injury to participants in the past must be reported to and cleared by the Director of the Campus Center and Student Activities or his/her designee.
- An activity is considered sponsored or endorsed by a club, organization or department if:
  - University funds are used or intended to be used for reimbursement;
  - The event is advertised as a club, organization, or department event;
  - Plans for the activity are made by the club, organization, or department;
  - Transportation is coordinated by the club, organization, or department;
  - Travel is undertaken in university leased vehicles.
- All activities of the organization must be consistent with the mission of the group. All activities will adhere to WPI policies and practices. WPI does not permit, endorse or recognize any activities, communications or publications that are illicit or illegal in nature. Further, WPI does not permit hazing, sexual harassment or any other form of physical or mental abuse. All students are bound by the WPI Code of Student Conduct when participating in organization or university sponsored activities.
- All organizations are expected to enlist a member of the WPI faculty, staff or administration as an advisor. It is strongly suggested and encouraged that an advisor be in attendance at all meetings and activities unless deemed unnecessary by the Director of the Campus Center and Student Activities or his/her designee. For any activities that are a) outside a 120 mile radius of Worcester; and/or b) extend overnight, an advisor is required to be in attendance unless prior written approval is given by the Director of the Campus Center and Student Activities, or his/her designee, in advance of the activity.

### *GENERAL TRAVEL GUIDELINES:*

- **Registration:** Trips that require payment from University funds must be registered through the Student Activities Office. Failure to register the event will result in the inability to access funds for the event or personal reimbursement.

Any event that includes travel must be registered at least three weeks prior to the scheduled event if the event meets the following criteria: 1) travel extends outside of a 120 mile radius; 2) the activity is overnight; 3) hired or rented transportation is used in the travel to and from the activity; 4) a contract is required; or the trip exceeds 20 participants. An event that involves travel that does not meet this criteria must be registered one week in advance.

- **Driver Eligibility:** Drivers for student organization travel must be members of the organization who are currently enrolled as WPI students, or WPI staff or faculty. Organizations requesting permission for other drivers (e.g., volunteer coaches) must receive approval from the Director of PERA Student Programs for a club sport organization or a professional staff member in the Campus Center and Student Activities Department for any other organization. All drivers must have a valid driver's license.

- **Personal Autos:** The use of personal autos for travel to and from activities or meetings is discouraged by WPI due to the inherent dangers of general automobile travel and the additional risks represented by transporting others in a personally owned auto. However, WPI realizes that it is unrealistic in many cases for small groups of students to rent or lease an auto, or charter commercial transportation. As such, personal autos are often the only reasonable and affordable mode of transportation.

When individuals use their own vehicle to transport themselves and/or others, they do so at their own risk. WPI is in no manner responsible or liable for any injury to the driver or passengers in the driver's automobile. The individual's personal auto policy must respond to any bodily injury claims and expenses to the driver and passengers in the auto, as well as any third party that is injured. As such, it is important for the driver to verify that they have insurance and that the limits of liability protection against such potential claims are adequate. WPI is not responsible for the verification of valid driver licenses and insurance.

The owner's auto policy must also respond to any property damage caused by or to the owner's auto. Damage to the owner's auto is covered only if the owner carries "collision" insurance and theft of or glass damage to the individual's auto is covered only if "comprehensive" coverage is purchased. WPI is not responsible or liable for any property damage to the owner's auto, any other auto or any "personal" property.

- **Group Transportation:** When a group needing transportation to and from an activity exceeds five persons, WPI recommends that the group consider rental of a seven or eight passenger van. A WPI faculty or staff member or individual designated by the respective departmental administrator is the preferred driver; however, the van must be driven by a person at least 21 years of age. The driver is encouraged to obtain training specific to the use of the van and to purchase adequate insurance to protect against bodily injury, property damage and collision/theft claims. If a group is traveling outside of a 120 mile radius of WPI, or the trip extends overnight, the group, regardless of size, will be responsible for renting a vehicle.

When a group exceeds twenty persons, the group must charter a bus or other commercial, professionally driven mode of transportation.

**Note:** 12 and 15 passenger vans may not be rented, leased or driven by WPI students, faculty or staff.

- **Driving Rules:** Driver(s) information must be included in the event registration form at time of submission. The number of drivers required may vary depending on the distance and duration of the trip. Each driver is allowed to drive a maximum of 4 continuous hours followed by a minimum 2-hour break. Each driver is permitted to drive a maximum of 10 hours over a 24-hour period. One person must be in the front passenger seat and awake at all times to assist with navigation and trip safety such as making sure the driver remains alert. Drivers must obey all state motor vehicle laws and regulations, including posted speed limits.
- **Alcohol:** No alcoholic beverages or beverage containers (open or closed) are allowed in vehicles. Consumption of alcohol by drivers is prohibited at least 8 hours before driving for student organization activities.

- **Travel Times:** Travel is not permitted between 2:00 a.m. and 5:00 a.m. if personal or rented automobiles are being used. Contracted or hired professionally driven transportation may be used for travel during these times.
- **Weather:** In the event of adverse weather or other factors that affect the ability to drive safely, drivers are expected to use good judgment and take appropriate safety measures in observance of travel warnings as issued by the highway safety authorities or weather advisory services.
- **Overnight Accommodations:** When overnight accommodations are necessary, every effort should be made to respect the rights of privacy and adequate space needs of participants by ensuring that the number of occupants and genders of those lodged in hotel rooms or other accommodations are agreed upon by all occupants.

***ACKNOWLEDGEMENT:***

- All participants taking part in a sponsored event off campus must complete a liability release form. The advisor and/or student leader for any designated trip is responsible for obtaining enough copies of the release form and ensuring that everyone signs this form before departure. These forms are to be kept with the trip advisor and kept on record for at least one academic year.
- Additionally, any student, faculty or staff member intending to drive must sign the event registration form acknowledging their agreement of this policy, the trip agenda and their individual responsibility to adhere to all WPI rules and regulations. This form must be submitted to the Student Activities Office in accordance with the timeline outlined in this policy. These forms are necessary to ensure that all policies are being adhered to and the safety of all involved is considered.

***NON-COMPLIANCE:***

- Any organization that does not comply with the WPI Student Code of Conduct, Travel Guidelines, or other WPI Policies are subject to disciplinary action as stated in the Campus Planner.
- Reimbursement of travel expenses from a student organization account is contingent on compliance with student travel organization policy and procedures. If these policies and procedures are not met, no individual, club or organization will be eligible to seek reimbursement from WPI for any costs incurred during the trip in question. Failure to comply with any student organization travel policies and procedures may result in disciplinary action up to and including loss of recognition and/or funding.
- In extenuating circumstances, exceptions to this policy may be made in writing by the Director of the Campus Center and Student Activities Department or his/her designee before the event takes place.