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**Sport Clubs Office**

Recreation Center  
501 Three Oaks Drive  
Northfield, MN 55057

Email: achaput@carleton.edu  
Phone: 507-222-4483  
Fax: 507-222-5550

**SPORT CLUBS PHILOSOPHY:**

The philosophy of the Sport Clubs program is to promote health, physical well being and the acquisition of physical skill development.

The Sport Clubs program is part of the Physical Education, Athletics and Recreation Department (P.E.A.R). Sport Clubs are designed to serve individual interests in different competitive sports and recreational activities. These interests can be competitive, recreational or instructional in nature. Clubs may represent the college in competition and/or may conduct intra-club activities such as practice, instruction, social and tournament play.
OFFICER RESPONSIBILITIES

As official representatives of Carleton College and the PE.A.R Department, our clubs’ collective goal is to develop students through competition, instruction, financial responsibility, and administrative organization. As a club officer, these should be your goals as well.

Travel Coordinator Responsibilities

- Submit travel paperwork complete and on time.
- Arrange transportation to and from destination (Campus Services vehicles, Enterprise, personal vehicles, coach bus, airline, etc.).
- Organize club’s housing accommodations with club treasurer.
- Carry Sport Club Emergency Contact card at all times when traveling.
- Assign co-pilot for the driver.

President

The president’s responsibilities in relation to club travel should include:

- Understanding club’s travel options and related expenses.
- Supporting the travel coordinator’s decisions and respecting their due dates and timelines.
- Overseeing all club officers and insuring that they are fulfilling their responsibilities in relation to any travel procedures.

Treasurer

The treasurer’s responsibilities in relation to club travel should include:

- Understanding club’s travel options and related expenses.
- Assisting in the process of making housing accommodations.
- Always discussing with other officers and attempting to make the best possible financial decisions when making reservations.
- Making sure, with assistance from other officers, that all travel finances are sound and within the club’s planned budget.

Safety/Facility Coordinator

The safety/facility coordinator’s responsibilities in relation to club travel should include:

- Understanding club’s travel options and any related safety issues.
- Communicating with travel coordinator about upcoming trips so the first aid kit can be stocked in a timely manner.
- Remain in communication with all other officers and club members about necessary safety precautions to take while traveling.

Coach/Instructor

The club coach/instructor’s responsibilities in relation to club travel should include:

- Communicating any travel accommodation/reservation ideas to club travel coordinator and president.
- Allowing the club travel coordinator to take care of all travel arrangements.
- Supporting the club travel coordinator’s decisions.
TRAVEL GUIDELINES AND TERMS

The Sport Clubs Program has requirements and procedures that clubs must follow in order to travel. Club members are obliged to adhere to these policies at all times as they are a direct reflection of the Sport Clubs Program, PEAR Department and Carleton College. Having the opportunity to travel, and represent Carleton College, are two of the major benefits clubs receive through their Sport Club affiliation. It is the club officer’s responsibility to inform club members that from the time they depart for a competition or events, to the time they return to campus, they are on Sport Club and College time.

Appropriate Use

Whether traveling via Campus Services Fleet Vehicles, or an outside rental agency vehicle, clubs are responsible for damages that occur to any vehicle while in their care.

From the time a club departs for travel until they return to campus, clubs are required to abide by all Carleton College, PEAR Department, and Sport Clubs Program policies in regards to travel.

Eligible Drivers of Fleet Vehicles or Rental Agencies

Drivers who intend to use fleet vehicles and/or rental vehicles for College business must possess a valid U.S. driver’s license. All drivers must be pre-qualified and appear on the list of Authorized College Drivers before being allowed to drive fleet vehicles or rental vehicles (including Enterprise Car Share) for business travel.

Students can pre-qualify as an Authorized Student Driver:

1. Complete a Student Driver Application form available in Campus Services, Sayles-Hill 5.
2. Apply for a certified copy of your driving record—obtained from your home State’s Department of Motor Vehicles—and submit it to Campus Services. Our insurance company requests a 3-year driving history.
3. Attend defensive driver training. Defensive driver training sessions are held on campus at various times throughout the year. Upcoming classes are scheduled for:
   - Monday 9/22/2014 4:30 p.m. – 6:00 p.m. Leighton 305
   - Tuesday 11/11/2014 5:00 p.m. – 6:30 p.m. Leighton 305
   - Monday 1/12/2015 4:30 p.m. – 6:00 p.m. Leighton 305
   - Tuesday 3/3/2015 5:00 p.m. – 6:30 p.m. Leighton 305
   - Monday 4/6/2015 4:30 p.m. – 6:00 p.m. Leighton 305
   - Tuesday 5/26/2015 5:00 p.m. – 6:30 p.m. Leighton 305
   - Monday 6/15/2014 12:30 p.m – 2:00 p.m. Leighton 305
4. Read the Fleet Vehicle Policies/Procedures notebook (available in the Campus Services Office).
5. Honor Carleton’s shared fleet vehicle courtesies.

You will be authorized to drive College vehicles upon completion of the four steps listed above. Your name will be added to the official List of Authorized Student Drivers and may be shared with other members of the Carleton community.
Co-Pilot
A co-pilot must be assigned while traveling in any vehicle. The co-pilot is the individual riding in the front passenger seat and is responsible for the following:

- Using a cell phone if necessary.
- Keeping the driver awake and alert.
- Helping the driver navigate.
- Changing the radio.
- Making sure the driver is not being distracted in any way from driving.
- Co-pilots may not sleep under any circumstance.

Reporting
Any type of accident or incident that occurs while a club is traveling must be reported to the Sport Clubs Program Director immediately. Upon returning to campus an accident/incident report form must be completely filled out and submitted to the Sport Clubs Office. Tips for reporting:

- Be clear and concise.
- Be objective, do not imply fault.
- Use witnesses if possible.
- Contact Sport Clubs Staff prior to communicating any information to public/press.

Seat Belts
While traveling in any vehicle on club business, all drivers and passengers are required to wear seat belts. Failure to do so may result in the loss of travel privileges for the individual and, potentially, the club.

Smoking
Smoking is not permitted at any time while traveling in any Fleet Service vehicle, or while traveling in any outside rental agency vehicle. Failure to adhere to this policy may result in loss of travel privileges for the individual, and potentially, the club.

TRAVEL PROCEDURES

When preparing for an off campus event, clubs should begin planning their travel a minimum of one month prior to their intended departure date. Below is a list of what to consider while in the preparation process.

Time Lines and Due Dates
Travel preparation needs to be taken very seriously and accordingly, travel coordinators need to plan ahead. To help clubs become prepared, different travel forms are required to be submitted at different times when planning travel. Late paperwork and lack of planning will not be tolerated.

1. Event Registration
   - This information is submitted to clubs usually by the event coordinators or a club’s National Governing body.
   - Arrangements for registration should begin 5 weeks prior to the date of the event to assure timely payment. Registration payment options include checks and credit card.
2. Transportation
  • The next step in travel preparation is determining your transportation needs. Vehicle requests may be submitted as far in advance as possible but no later than 2 weeks prior to departure.
  • If it is a competition or event where your club will need to arrange airline flights or a charter bus, accommodations need to begin being prepared with the Sport Clubs Program Director a minimum of 1 month in advance.

3. Housing
  • Housing arrangements need to begin being made as soon as the club chooses to do so but no later than 1 week prior to an event.
  • Housing options typically include hotels or personal residences. Contact information needs to be provided on the Pre-Trip Report Form regardless of the choice of housing accommodations.

4. Pre-Trip Report Form
  • Must be submitted 1 WEEK PRIOR to travel and is the MINIMUM requirement needed for any travel off campus.
  • The Pre-Trip includes housing information, emergency contact information and team roster.
  • While sometimes schedules change and students travel rosters change, please submit the Pre-Trip form in advance, and then if there are adjustments to your roster those can be made by emailing the Sport Clubs Director anytime prior to departure.
  • Anyone traveling with the club must be on club business and have a participation waiver on file in the Sport Clubs Office.
  • If a destination changes or a trip is cancelled the club must inform the Sport Clubs Director.

5. Returning From Travel
  • Fill out the Post-Trip online form
  • Turn in ALL hotel receipts.
  • Make sure any accident or injury report forms are filled out online and submitted to the Sport Clubs Director

6. Change in Itinerary
  • In the instance that an unexpected change of plans takes place, contact the Sport Clubs Director immediately. Alternate arrangements can be made.
  • Clubs may not incur any unplanned expenses without first receiving approval from the Sport Clubs Director.
Fleet Vehicle Services Guide

Carleton College maintains a fleet of vehicles that are available for use when conducting official College business. The fleet vehicles are shared vehicles available to pre-qualified faculty, staff, and College recognized student organizations. All drivers must possess a valid U.S. driver's license and appear on the list of Authorized College Drivers in order to drive fleet vehicles or rental vehicles for business travel.

Statement regarding Cell Phones: It is illegal in Minnesota for drivers to read, compose or send texts/emails, and access the Web on a wireless device while the vehicle is in motion or a part of traffic, such as at a stoplight or stuck in traffic. It is also illegal for drivers under age 18 to use a cell phone at any time. If it becomes necessary for you to use a cellular phone, please do not use it while driving. Ask a passenger to make the call or find a safe place to pull the vehicle off the road prior to using the phone.

There is a per mile vehicle usage charge that is billed to the user’s department budget number. Both drivers and passengers share responsibility for honoring Carleton's shared fleet vehicle courtesies.

Enterprise Rent-A-Car Option for Cars and 7 Passenger Vans

If your round trip mileage is expected to exceed 100 miles, the driver is 21 or older and is an Authorized Driver, use the mileage calculator in combination with the reimbursement comparison data to determine if renting a vehicle from Northfield’s Enterprise Rent-A-Car is a more economical use of College funds. Make your reservation directly with Enterprise. Arrange for the vehicle to be delivered to you - eliminating your hike to the Stadium parking lot for a fleet vehicle and saving the College money. The Enterprise vehicle will be clean, safe, gassed up and ready for you.

Note: Only faculty/staff can rent Enterprise 12 passenger vans for College business. 12 passenger vans must be procured from an outside rental vendor and drivers must complete the on-line training program provided through Carleton’s Risk Manager. Sport Club teams are not permitted to travel via 12 or 15 passenger vans.

Fleet Vehicles are parked in the Stadium parking lot

(2) Ford C-MAX gas-electric hybrids
Passenger count: 5
Departmental cost: .52/mile
Fuel type: regular unleaded gasoline only
MPG City/Hwy estimate: 45/40

(2) Toyota Prius gas-electric hybrids - view demo of Prius features
Passenger count: 5
Departmental cost: .52/mile
Fuel type: regular unleaded gasoline only
MPG City/Hwy estimate: 48/45

(1) Ford Fusion gas-electric hybrid - view Fusion features
Passenger count: 5
Departmental cost: .52/mile
Fuel type: regular unleaded gasoline only
MPG City/Hwy estimate: 41/36

(7) Dodge Grand Caravan flex-fuel Minivans - view flex-fuel feature
Passenger count: 7
Departmental cost: .57/mile
Fuel type: regular unleaded gasoline or E85
MPG City/Hwy estimate: 17/24

(1) Dodge Ram C/V flex-fuel Cargo Minivan
Passenger count: 2 passenger + cargo space
Departmental cost: .57/mile
Fuel type: regular unleaded gasoline or E85
MPG City/Hwy estimate: 16/21
Fleet Vehicle Policy

Carleton College maintains a fleet of shared vehicles that are available for use by pre-qualified drivers of the College conducting official Carleton College business. The fleet consists of five Hybrid compact sedans, seven minivans, and one cargo van. Carleton College does not own vehicles that are equipped to carry more than seven persons. Smoking is prohibited in Carleton College fleet vehicles. Pets are not allowed in College vehicles unless they are properly kennelled and restrained.

1. The driver of a College vehicle is responsible for the vehicle and its occupants. The driver should be familiar with the principles of safe and lawful operation of a motor vehicle and must obey all traffic laws. Failure to assume proper responsibility (safe and lawful operation) for the vehicle and its occupants will result in loss of driving privileges.

2. College vehicles and rental vehicles being used for College business are to be driven only by “pre-qualified” Carleton College employees or students. To pre-qualify (faculty/staff): Complete a Motor Vehicle Report Release Waiver and submit it to the Risk Management Office. To pre-qualify (students): Complete a Student Driver Application form, apply for a certified copy of your driving record (obtained from your home State's Department of Motor Vehicles) and submit it to Campus Services, attend defensive driver training, and read the Fleet Vehicle Policies/Procedures notebook. Student drivers are required to provide a certified copy of their driving records. Students must renew their driving status in January of each year by submitting a current driving record. Driver training sessions are held on campus at various times throughout the year.

3. If an authorized driver is involved in a motor vehicle accident or receives a moving violation, he or she may be required to attend additional defensive driver training. Students may be asked to provide new MVRs upon a qualifying event such as receiving a moving violation ticket or being involved in an accident either in a personal vehicle or a College-owned vehicle.

4. The list of authorized faculty and staff drivers is maintained by the College’s Risk Manager and may be found on Carleton’s shared drive "Collab", the student driver list is maintained by the Fleet Vehicle Manager. Copies of both lists are kept in the Campus Services Office and may be referred to prior to checking out a vehicle key. Copies of the student list are distributed to several departments who authorize student travel and upon request.

5. College vehicles are not to be used for personal business. All vehicle use will be charged through the College’s budget system and a budget number must be supplied for each vehicle reservation. Per mile rates are $.52 for compact cars and $.57 for minivans. Departments and groups will be charged a 100 mile assessment fee if they fail to pick up a reserved vehicle.

6. The use of rooftop carriers or similar externally mounted storage containers on College-owned/leased passenger vehicles is prohibited. The College has one cargo mini-van, which can be used in place of trailers and/or rooftop carriers. Trailers containing a boat or other such apparatus that cannot easily fit in the cargo space may be towed using the cargo minivan. The College has purchased a utility trailer which may also be used behind a cargo van when more storage is required. Only authorized faculty and staff who have experience towing trailers are allowed to tow a trailer of any kind behind the College-owned vehicles. STUDENTS ARE PROHIBITED FROM USING A TRAILER OF ANY KIND. All drivers are encouraged to use the space in a cargo van in place of a trailer whenever possible.

7. When there is a state-issued traveler advisory in effect due to a storm warning, no travel will be allowed. Keys will not be issued for reserved vehicles and everyone traveling in College vehicles should seek shelter until driving conditions improve and all traveler advisories have been lifted.

8. Accidents that occur on campus property should be reported to Carleton Security immediately. Accidents that occur off campus property must be reported to the local police at the time of the accident and to Carleton Security immediately upon return to campus. If there are injuries or if the vehicle is not in “driveable” condition—either due to an accident or mechanical difficulties—contact Fleet Services at 507-222-4443 (Carleton Security at 507-222-4444 after hours) for assistance. Insurance information is kept in the glove compartment of each vehicle. The College will review all accidents involving College vehicles. Determination of future eligibility for drivers involved in accidents will be made on a case-by-case basis. Refer to full College policy for Accident Procedures.

9. Drivers are required to use a “lookout” person to help watch while the driver is backing up a vehicle. Whenever possible, the driver should ask a passenger to assist by getting out of the vehicle and watching until the vehicle has cleared any obstacles and is safe to proceed forward.

10. Any parking or moving violation citations are the driver’s responsibility. The College will not pay any fines.
Fleet Vehicle Procedures

1. Reserve vehicles through Fleet Services during regular College business hours, giving the date and time needed, type of vehicle required, departmental charge number, destination, and the driver’s name. Students or student groups wanting to make a reservation, will be required to obtain either a written authorization from the department that oversees their organization or have a representative from the overseeing department telephone Fleet Services to make the reservation for them. Reservations should be made at least 24 hours before use. Sometimes reservations are made several weeks in advance. Since plans may change, making it necessary to alter or cancel arrangements, please adjust your vehicle reservations accordingly. Fleet Services is located in the Campus Services Office - Sayles-Hill 5, x4443.

2. When there are no College vehicles available, you may choose to use your own personal vehicle(s) or make your own arrangements with an outside rental agency. Read the Transportation Alternatives page for important information regarding these options.

3. Trip itineraries should be filed with the sponsoring department or with the office that advises or oversees the activities of a specific group for trips that involve traveling farther than 100 miles one-way, or involve a duration of more than 8 hours. A campus contact person (faculty or staff) who can assist with emergency response must be named and will maintain the itinerary and waiver forms/rosters for the respective groups.

4. Persons traveling out of town are encouraged to take a cellular phone with them. Portable cellular phones are available through the Telecommunications Office. Departments will be billed $5.00 per day plus any telephone call charges made during the time the phone is in your possession. Contact Telecommunications, x5422, to arrange to sign out a cellular phone. It is illegal in Minnesota for drivers to read, compose or send texts/emails, and access the Web on a wireless device while the vehicle is in motion or a part of traffic, such as at a stoplight or stuck in traffic. It is also illegal for drivers under age 18 to use a cell phone at any time. If it becomes necessary for you to use the cellular phone, please do not use it while driving. Ask a passenger to make the call or find a safe place to pull the vehicle off the road prior to using the phone.

5. Vehicle keys are available in the Campus Services Office and must be picked up during regular business hours Monday through Friday. Drivers should plan accordingly for early morning, late evening, and weekend trips. You may pick up the keys ahead of time, but you may not use the car until the time for which it has been reserved. Student drivers are required to pick up keys for the trips they are participating in. Prior to releasing keys, driver licenses will be checked for validity and cross checked against the Authorized Student Driver list by Campus Services staff.

6. Each vehicle is equipped with an emergency road kit, including flashlight, windshield scraper/brush, tire change tools, and first aid kit. Triangle warning markers are available upon request. For long trips, especially during the winter months, travelers are encouraged to bring blankets, extra clothing, bottled water, matches, candles, high-energy foods, etc.

7. Each vehicle has a Vehicle Malfunction Report Form located with the Mileage Log Book pages. You should use this form to report any mechanical problems and recording of any items used from the emergency road kits that need replenishing (first aid items, flashlight batteries, etc.). The malfunction report form should be turned in with the vehicle keys and not left in the vehicle. For those mechanical problems or safety concerns that should be addressed prior to continued use of the vehicle, drivers should contact Fleet Services x4443 to report the problem immediately.

8. Before you leave:
   • Conduct a walk-around vehicle inspection. Note any damage etc. on an equipment report form;
   • Clear frost or snow from windows;
   • Fill in the beginning mileage in the mileage log record book (kept in the glove compartment or center console);
   • Locate the emergency road kit items to make sure everything is there;
   • The driver and ALL passengers must use their seat belts. MINNESOTA STATE LAW REQUIRES THE DRIVER AND ALL PASSENGERS IN ALL SEATING POSITIONS OF A VEHICLE TO WEAR A SEAT BELT;
   • Check the gas gauge; if necessary, fill the gas tank using the Fleet charge card. You must use a service station that features “Pay at the Pump” service and request a receipt. Select the fuel type that is appropriate for the vehicle (either regular unleaded or E-85). If there is any question about which fuel type to use or if you prefer, choose regular unleaded gasoline. Be sure to check the oil each time the gas tank is filled. The Fleet charge card can only be used for fuel so you must pay for any other items with alternative funds.
Fleet Vehicle Procedures

9. Before returning the vehicle

- Check the gas tank;
- If the gas tank is less than half-full, fill it. *As a courtesy to other users you should routinely fill the gas tank regardless of the gasoline level*;
- Return vehicles on schedule. If a conflict arises and you discover you will be delayed, contact Fleet Services immediately so alternative arrangements can be made for the next user.

10. When you return:

- Park vehicles in the College Fleet Vehicle area located in the Stadium Parking Lot (just south of the football field).
- Complete the mileage log book;
- Record any problems/concerns, emergency equipment used, etc. on a Vehicle Malfuction Report Form;
- Check the car carefully, remove all litter and excessive debris, close windows (and latch them if applicable), and lock the doors;
- Conduct a walk-around vehicle inspection. Report any damage, etc. on a Vehicle Malfuction Report Form;
- **Return the keys, gas credit card & gas receipt, and Vehicle Malfuction Report Form immediately** either to the Campus Services Office or the after hours key drop box which is located inside the Sayles Hill front entrance;
- Report any damage, malfunction, or accident to Fleet Services immediately upon your return to campus. Violations of any of the above policies/procedures may result in loss of driving privileges.

Six Simple Courtesies for Vehicle Sharing

Using a fleet vehicle for College business is a privilege. Drivers and passengers are expected to follow six simple courtesies to ensure that fleet vehicles are ready for travel when needed.

Each vehicle is used by multiple drivers each day. Adhere to the start and end time of your reservation or you will inconvenience other Carleton travelers.

**Six simple courtesies:**

1. **Fill the tank for the next driver.** Use the fleet VISA card attached to the vehicle keys and tuck the receipt into the plastic sleeve.
2. **Clean up after yourself.** Drivers bear ultimate responsibility for the condition of the vehicle used. Involve passengers in the clean up of the vehicle’s interior at the end of each trip. Remove all litter and personal belongings.
3. **Store snow brush** under the front seat.
4. **Complete trip details in Mileage Log Record Book** in the glove compartment or center console.
5. **Return keys,** fleet charge card and gas receipts promptly. Adhere to the start and end time of reservation.
6. **Notify Fleet Vehicle Services** immediately of any vehicle problems so we can correct them for the next driver.

***"No Show Fee" equal to 100 miles will be assessed to budgets when fleet vehicles are reserved but not picked up or canceled in advance of the reservation start time.***

***Each fleet vehicle has been equipped with a snowbrush/ice scraper. Please keep it in the vehicle for the next driver. If you discover that it is missing, please contact the Fleet Manager, x4333 for a replacement, or stop by Campus Services in Sayles-Hill 005.***
OUTSIDE VEHICLE RENTAL COMPANY

(ex. Enterprise)

Under circumstances where a club would first fly, or if there are no vehicles available through campus services, an outside agency rental may be necessary. In such a circumstance we have contract with Enterprise and Hertz we recommend using.

Driver Eligibility

Driver requirements for outside rental agency vehicles are the same as if you were reserving a Fleet Services Vehicle and driver’s must be 21 years of age or older.

ENTERPRISE RENT-A-CAR  507-664-9944

Connect directly to Carleton’s Enterprise Rent-A-Car account to make reservations to rent vehicles for College business when Carleton College fleet vehicles are not available or if it makes more economical sense to do so, (must be at least 21 years of age). The Northfield Enterprise location is located at the corner of Highway 3 and Second Street, at the rear of the Farmer’s Insurance building.

ECO TRANS, NORTHWEST TAXI, AIRPORT TAXI, and TOP NOTCH TRANSPORTATION SERVICE

Transportation to and from the airport can be arranged by calling Eco Trans (507-664-3859), Northwest Taxi (1-800-837-1867), Airport Taxi (1-800-464-0555) or Top Notch Transportation Service (612-600-8794). Make reservations directly with the service.

EDUCATIONAL & INSTITUTIONAL COOPERATIVE SERVICES (E&I) RENTALS

The College has discount arrangements with several car rental agencies including Enterprise and Hertz through the Education and Institution (E&I) Cooperative Service. Identify yourself as an E&I member and reference the following numbers: BCD #T557400; Hertz 800-654-2200, #CDP90440

NORTHFIELD LINES BUS SERVICE 645-5267

Northfield Lines will provide transportation service for large groups of people. They require 48-hour notice to locate a driver and an available bus. The school buses will hold no more than 55 people. Contact the bus company directly or through the purchasing office via the requisition process.

WHEELCHAIR/ACCESSIBLE VEHICLES

Northfield Lines Inc., Bus Service (507-645-5267) will provide a driver and accessible vehicle for up to 18 passengers (accommodates 2 wheelchair passengers). IMED Mobility provides accessible van rentals (800-788-7479).

Travel Guidelines for Long Distance Trips

- Drivers should be well rested before embarking on long-distance travel. A full night’s sleep the night before is strongly recommended.
- A maximum of 16 hours or 800 miles of continuous travel, followed by a layover of eight hours is recommended. All-night driving should be avoided whenever possible.
- Limit driving shifts to four hours per driver with a 10-15 minute break between each two-hour block. Each four-hour driving shift must be followed by one rest period of at least one hour.
- During all driving shifts, a passenger must be awake and seated in the passenger seat next to the driver to insure that the driver remains alert.
- Someone in the group should have a credit card to use when unsafe driving conditions require an overnight stay in a motel. Charges can be reimbursed to the individual and charged to the appropriate program account.
- For trips of over 30 participants to the same destination, a bus with a paid professional driver should be rented.
PERSONAL VEHICLES

It is recommended that clubs utilize our Fleet Services vehicles, Enterprise, or charter buses for travel. These options are encouraged because they provide a low cost, safe, and efficient means of travel. However, your club may choose to travel in personal vehicles to reach your destination. Club members choosing to use their own vehicle for club travel need to be aware that they are responsible for any damages and the cost of gas for their vehicle.

Costs

• Sport Clubs are encouraged to use Carleton College vehicles whenever possible. If private vehicles are used the club may reimburse the driver 14¢ a mile for vehicle expenses.

Driver Eligibility

• Drivers of personal vehicles must fill in the REGISTRATION OF PERSONAL VEHICLE form and have the form on file in the Sport Clubs Director office.

Insurance Coverage

When clubs choose to use their own personal vehicles on College business, the owners should be aware that the owner’s liability insurance, not the College’s coverage, will be the primary insurance.

The College does not provide physical damage insurance (comprehensive or collision) on vehicles it does not own.

CHARTER BUS

When a club is traveling in a large group, an efficient option for travel is to go by charter bus. Charter bus planning should begin a minimum of one week prior to your club’s desired departure date. Charter buses typically hold between 45—50 passengers and come supplied with drivers. Costs of charter buses vary from company to company, but we generally use Northfield Lines. Contact the Sport Club Director for charter bus rental options.

Additional Considerations

• Gas is included in the cost of most charter reservations. Be sure to double check on this!
• For overnight trips, clubs are responsible for arranging housing accommodations for their bus drivers.
• You may need to cover the driver gratuity for your reservation. Make sure to look at your invoice or check with the rental company staff to clarify before you depart.
AIRLINES

Clubs may choose the option of airline travel to go to a competition or event. Planning for the purchase of airline tickets needs to take place a minimum of 1 month prior to the travel date. The first step in looking into purchasing airline tickets is to meet with the Sport Clubs Director. The Travel coordinator and Director will discuss the potential options for purchasing airline tickets.

**Reservations**
- Airline reservations should be made as far in advance as possible. As you get closer to your departure date, airline rates will most likely increase.
- It is recommended that Airline ticket reservations be made with the Sport Clubs Director in the Sport Club Office by using the Program purchasing card.
- Consider accepting lowest fares offered within 2 hours of your desired departure time.

**Cancellations**
- When making reservations, consider fares that have no penalties for change or cancellation.
- Costs incurred due to non-emergency cancellation or rescheduling of transportation are non refundable.
- Potential reimbursement situations will be determined on a case by case basis by the Sport Clubs Program staff.

**Airport Shuttle**
- When flying, the travel coordinator should also make arrangements with the SCO for a shuttle bus two and from the airport. This cost is covered by the Sport Club Program.

HOUSING

**Reservations**
Clubs are required to submit an expense request form to the Sport Clubs Director prior to making any reservations with a hotel or resort.
Once the expense request has been approved, the next step will be determining the method of payment.
Travel coordinators need to work along with the club treasurer when making housing accommodations. Reimbursements will not be done unless approved before hand by Sport Clubs Program Director. Unapproved reservations will not be reimbursed. The travel coordinator or treasurer MUST make an appointment with the Sport Clubs Director to use the credit card.

**Cancellations**
Cancellation penalties for housing accommodations are at the discretion of the hotel or resort the reservation was made with.

**Hotel Receipts**
It is the travel coordinator and treasurers responsibility to make sure that hotel receipts are turned into the Sport Clubs office as soon as your club returns from a trip.
Emergency Contacts

Please call down the list in order. If there is no answer leave a detailed message with a contact number.

Aaron Chaput (c) 763.218.5087 (w) 507.222.4483
Mikki Showers (c) 507.330.0572 (w) 507.222.4481
Gerald Young (c) 507.321.0231 (w) 507.222.4057

*TRAVEL COORDINATORS ARE REQUIRED TO CARRY THE SPORT CLUBS PROGRAM EMERGENCY CONTACT NUMBERS LISTED AT ALL TIMES WHEN TRAVELING.

Emergency Procedures

For All Off-Campus Accidents:
• Pull out of the driving lane on to the shoulder and turn off the ignition.
• Activate the four-way flashers on the vehicle.
• Immediately contact the local police (911) to advise them of the accident and to get medical assistance if there are any injuries. Do not admit fault or give written statements.
• Exchange driver’s information. (Names, Driver’s License #’s, Carleton’s insurance information, etc. When local police respond to the accident, request the investigating officer’s name, badge number, phone number, and report number. Ask for an accident report form. If the local police will not file a report (because damage is minimal and there are no injuries), ask them to make a note in their records that you called in the accident.
• Call Aaron Chaput—Sport Clubs Director for assistance/guidance 763.218.5087 (w) 507.222.4483

ACCIDENT AND INCIDENT REPORTING

In the instance of an emergency these guidelines should be followed when reporting.

1. Be clear and concise in your reports.
2. Be objective in your report. Do not imply fault. Stick to the facts. No personal assumptions should be reported.
3. Use witnesses if at all possible. Name, address, and phone #.
4. Always fill out and submit report to Sport Clubs Program Director immediately after an accident or incident. If you are away on travel, call the Sport Clubs Program Director and arrange a time to turn it in.
5. In the instance the situation is serious; do not communicate any information about the situation to anyone until you have contacted the Sport Clubs Program Director.
6. If there is any doubt in your mind whether a report is necessary, FILL IT OUT!
**Fleet Accident Report**

Vehicle accident reports must be completed after any damage to a College vehicle has been noticed. This includes:

- Major damages (dents)
- Minor damages (cracked window, minor scratches, fabric stains/tears, broken tail light, etc.)
- Each vehicle has a Vehicle Malfunction Report Form located with the Mileage Log Book pages. You should use this form to report any mechanical problems and recording of any items used from the emergency road kits that need replenishing (first aid items, flashlight batteries, etc.). **The malfunction report form should be turned in with the vehicle keys and not left in the vehicle.** For those mechanical problems or safety concerns that should be addressed prior to continued use of the vehicle, drivers should contact Fleet Services x4443 to report the problem immediately.

**Injury Report**

A personal injury report form must be completed when:

- A club participant, spectator, or coach is injured and requires treatment for an injury that occurred during club time.
- Someone is injured during an event the club is hosting.

These forms can be filled out and submitted online via the Sport Clubs web page. Please submit the form within 24 hrs of the injury.

**Incident Report**

An incident can be defined as any event, activity or action that causes a disruption to normal club activity or business. This can include:

- Minor and major arguments or disagreements.
- Physical contact beyond the realm of the sport.
- Facility reservations that were booked for club time.
- Facility members using club space during club time.

Incident reports can be sent via email format to the Sport Clubs Director. Please be clear and concise with the who, what, where and when of the situation, and the Sport Clubs Director will respond in as timely a fashion as possible.

**Reporting to the Public**

- In the case of an emergency situation where the press would arrive, clubs are not permitted to discuss any information.
- The Club’s responsibility for this type of information is to contact Sport Clubs Program Director first, prior to talking with anyone.

Controversial, accident related and emergency topics associated with your sport club is the responsibility of the Sports Club Director. Forward all such requests for information to the Sport Clubs Director.
SPRING TRAINING TRAVEL

Preparation
Clubs traveling over spring break during March must begin planning the necessary arrangements at least 2 months prior to their departure. Housing and transportation accommodations need to be made as far out as possible when planning a Spring Training trip. Failure to prepare in advance will result in increased expenses. Remember, when using rental vehicles it is required that clubs have a minimum of 2 authorized drivers per vehicle.

College Business
Any time an individual, or group of individuals is representing their club, whether it be on campus or out of town, they are on official College business. When traveling, a club is on College business from the time they depart to the time they return to campus. During that whole time individuals are required to adhere to all Carleton College, PEAR Department, and Sport Clubs Program policies.

Itinerary
Along with the mandatory paperwork associated with traveling for spring training, clubs are required to submit a detailed itinerary of what they have scheduled for the entire time of their trip. The following is an example itinerary:

- 8:00am-11:00am—team practice
- 11:00am-1:00pm—team lunch
- 1:00pm–5:00pm—scrimmages
- 5:00pm—7:00pm—return to hotel, clean up
- 7:00pm-9:00pm—team dinner
- 9:00pm-11:00—return to hotel and lights out

Itineraries are due 1 weeks prior to departure and must be approved by SCO Director prior to departure. Late itineraries risk not being approved and other penalties at the discretion of the SCO Director on a case by case basis.

OTHER CONSIDERATIONS

When traveling there are often unexpected or unplanned events that arise. In such instances it is up to the club officers to use their best judgment of a situation and always remain in contact with the Sport Clubs Program staff.

Weather Conditions
Should severe weather conditions arise while traveling, pull over to the side of the road and call the Sport Clubs Program Director for assistance. Examples of this would include a severe thunderstorm, a snow storm, or icy roads.

Depending on the situation, arrangements will be made to ensure your club has a safe trip home.

Safety is always the top priority!