



## CLUB SPORTS Travel Policies 23-24

***Failure to know and follow these regulations will result in a one-year or longer suspension and budget and facility revocation for you and your club. You are responsible for distributing this information to all traveling members of your team.***

1. Twelve- to 15-passenger vans are prohibited.
2. Rental or use of mini vans and Chevy Suburbans, for example, which hold 7 to 9 passengers, is permitted.
3. You may only seat as many passengers in a vehicle as there are number of seatbelts.
4. Seatbelts must be worn by ALL passengers in all vehicles.
5. No other driver may drive a rental vehicle except those who have signed as drivers at the rental agency.
6. You must meet the rental agency's minimum age requirement to rent. See the Club Sport office for details and area agencies.
7. All Drivers of personal, rental, and zip cars need to take the Yale Drivers Safety Awareness Training course (online at: <http://your.yale.edu/administrative-services/travel-relocation-fleet/fleet-management/driver-safety-awareness-training>). There is a fee for this, which will be charged to your club.
8. All Drivers are required to complete the Yale Club Sport Driver's web-form <http://sportsandrecreation.yale.edu/club-sport-drivers-form>. Only people with a valid US or Canadian license and a clean driving record can drive for Club Sports.
9. Rental Cars: If you are involved in an accident and it's your fault you will be required to retake the Yale Drivers Safety Awareness course. (See accident procedures below.)
10. Personal Cars: Any student or coach who chooses to drive other students in their own (personal) vehicle is required to complete the Club Sport Driver's web-form <http://sportsandrecreation.yale.edu/club-sport-drivers-form>. The car must be fully insured and the vehicle must be adequately maintained.
11. Coaches must have a driver background check successfully completed. Students must have parental permission to use the car to transport other students. Drivers must have a good driving record and current insurance, and the vehicle must be adequately maintained. Drivers understand that their

insurance is primary in the event of an accident. (Yale's insurance is secondary and will cover any costs above what their insurance will cover, providing the accident is NOT the student driver's fault. Yale requires a police report and insurance-claim form to consider this.) See accident procedures below.

12. For a trip of more than two (2) hours, you are required to have a qualified back-up driver in each vehicle who has taken the Yale Driver Awareness course.

13. A 10- to 15-minute rest stop is required every two (2) hours. No traveling through the night.

14. No traveling during inclement weather or during winter weather advisories.

15. Yale recommends that you use preferred rental agencies and use the Yale corporate code. Insurance will then come with the rental. If you do not, then do not purchase any insurance with the rental, as Yale's insurance will apply, but you (or your team) will be charged a deductible in the event of an accident.

16. ONLY students or Yale employees may drive or ride in rental vehicles on Yale business. Non-Yale friends or family members do not qualify as drivers or passengers.

17. All accidents must be reported to our office and the Office of Risk Management ([risk.management@yale.edu](mailto:risk.management@yale.edu)) immediately and the Club Sports office. A police report is required. See below procedural details.

18. Coach bus travel is required for all long-distance and large-team travel (4 hours and/or 200 miles or more each way and 15 or more students). Please check with the Club Sports office to see if your team qualifies and if yes, submit a [Bus Request form](#). (The club sports office may cover all, some, or none of your coach bus rental fee, depending on circumstances and budget availability.)

19. Simply because your team has an invitation to an away event, especially one that is a long distance away, it does not mean you may automatically attend. Budget, time-of-year, and travel-safety issues will be reviewed by the administration before granting permission for your travel. The more details you provide the better. Travel Forms must be turned in two weeks to seven days ahead of event, and they are located on the Club Sports website.

20. Drivers must always have one other "awake" person in the front seat with them.

21. Drivers may NOT consume alcohol or other drugs or controlled substances within 12 hours of driving to a club sports event. No alcohol, open or closed, is permitted in any vehicle during any club sports travel, event, or activity.

22. The above requirements also hold true for driving rental vehicles after a plane flight, such as on trips to nationals.

23. Absolutely no texting or cellphone use while driving.

24. Covid Policy: Only fully vaccinated and boosted Yale students & coaches may travel or participate in any club activity.

**25. IMPORTANT GUIDELINES: *If you should be in an accident:***

1. **Secure the scene** by moving your vehicle to a safe location away from traffic, if possible.
2. **Call 911 to report the accident.** Try to provide basic information such as location, how many vehicles involved in the accident, if anyone is injured, etc.
3. **Record the facts about the accident.** Take note of all vehicles involved in the accident, including make and model and license plate numbers. Describe the damage to each and, if possible, take photos (but not pointless “selfies”).
4. **Record the names of the other drivers** and gather their contact information.
5. **Exchange insurance information**, but do NOT provide specific information about your coverage.
6. **Gather contact information from any witnesses**, including passengers in the other vehicles.
7. **Record facts about any other property damaged.** Note if there is any damage to mailboxes, trees, fences, parked cars, etc., and take photos of the damage.
8. **Do NOT admit fault.** Only give out information required by the authorities, and do NOT sign any statement.
9. **Contact:**
  1. **Club Sports:** Tom Migdalski, Director of Club Sports, [tom.migdalski@yale.edu](mailto:tom.migdalski@yale.edu), 203-671-6238. Ryan Hagen, Director of Campus Recreation, [ryan.hagen@yale.edu](mailto:ryan.hagen@yale.edu), 443-717-0440. Leigh Fitzpatrick, Office Administrator, [leigh.fitzpatrick@yale.edu](mailto:leigh.fitzpatrick@yale.edu), 203-432-2492
  2. **Yale Risk Management:** [risk.management@yale.edu](mailto:risk.management@yale.edu) ***If it is an emergency please call or text Director Marje Lemmon 203-410-5426***
  3. Your own insurance company if you are driving your own vehicle
  4. Zipcar if you are driving a zipcar: [866-4ZIPCAR](tel:866-4ZIPCAR)
  5. The rental company if you are driving a rental vehicle

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