

TEAM TRAVEL ITINERARIES

(September 2017)

All travel itineraries and documents for team travel must be uploaded in Teamworks prior to departing from campus. The instruction document for this process can be found through the below pathway once in Teamworks:

Home Page -> My Files -> Organization -> General -> Team Travel Upload Process

Please note the "Travel Documents Staff" custom group has been updated to now include student-athletes. When you add this custom group to the visibility section when uploading the file, student-athletes will now also be able to view the travel itineraries that you upload. Keep this in mind as you can now direct them to Teamworks to view their travel schedule if you wish.

Travel documents for your sport should be saved under:

Home Page -> My Files -> "YOUR SPORT" -> "SPORT CODE" Travel Documents folder ("MBA Travel Documents")

NOTE: If your sport uses the complete Teamworks Travel feature then you do not need to also save your travel documents in the folder on Teamworks.

(Policy continues on next page)

Intercollegiate Athletics Team Travel

Revised December 7, 2007

Purpose

The purpose is to provide a framework for safe and efficient athletic team travel for the Purdue University Division of Intercollegiate Athletics and to assign responsibility and accountability for enforcement.

Applicability

For purposes of this policy, athletic teams are defined as:

Baseball

Basketball, Women and Men's

Football

Golf, Women and Men's

Soccer

Softball

Swimming and Diving, Women and Men's

Tennis, Women and Men's

Track (Indoor, Outdoor, Cross Country), Women and Men's

Volleyball

Wrestling

Mascots, Spirit Squad, Student Athletic Trainers, Student Managers, Volunteers, Coaches, and Administrators traveling as a part of a team listed above or any other such team as may be subsequently added to the Purdue University Intercollegiate Athletics Program.

Responsibility for Administration

The Purdue University Director of Intercollegiate Athletics shall be accountable for overall administration of this policy. The Senior Associate Athletics Directors for Business and Sport Administration will be responsible for compliance, oversight and any necessary record keeping. The Senior Associate Athletics Directors for Sport Administration shall provide a copy of this policy to every head coach, assistant coach and director/supervisor of operations. Furthermore the Athletic Director's

Office will maintain a file containing signed certificates by each coach and director/supervisor of operations stating he/she has read and understands this policy.

Coaches are responsible for developing their season travel plans. The Sport Administrators, who have the responsibility to approve schedules for competition, must also approve the mode of travel for the team to away competitions. The mode of travel must take into consideration the following:

- academic schedule/missed class time
- budget for the sport
- length of the trip
- number of people in the travel party
- length of the competition

Post-season travel shall be handled according to NCAA guidelines and approved by the Sport Administrators and travel coordinators.

The Sport Administrators shall review and recommend revision, as deemed appropriate, to this policy annually. The Purdue University Director of Intercollegiate Athletics shall have the authority to approve reasonable waivers of the Purdue University Team Travel policy guidelines to allow travel in emergency situations. The Director and Sport Administrators shall place student-athlete welfare as the highest priority in any modification.

Accountability

Any coach or athletic staff member knowingly violating this policy will be suspended with or without pay until the Purdue University Director of Intercollegiate Athletics or his/her designee investigates the violation. Violations may result in disciplinary action up to and including termination.

Types of Vehicles Used for Team Travel and Requirements for Operation

General Requirement: Coaches, assistant coaches, student athletic trainers, student managers, mascots and members of the spirit squad may drive vehicles used for team travel, if the specific requirements for the vehicle are met. Student-athletes may not drive other student-athletes as a part of team travel. Drivers must be insurable. Drivers shall not use alcohol within eight (8) hours prior to or during operation of motor vehicles. Drivers will be in compliance with all existing University

vehicle use policies as of the date of vehicle use. Purdue may have several vehicle use policies external to this athletics team travel policy.

The following types of vehicles shall be approved for athletic team travel under the conditions noted:

A. Passenger Automobiles/Minivans (Specific Requirements)

1. Drivers must have a valid and U.S. or Canadian driver's license and be rested.
2. A professional, paid driver, not a member of the travel party, must be used if traveling farther than 350 miles one-way, or if the trip is expected to extend later than 2:00 a.m., or overnight.
3. The Purdue University Transportation Department requires all individuals checking out a vehicle to sign and note the state and expiration date of the operator's license. The driver must also certify:
 - a. He/she has possession of a valid United States or Canadian driver's license,
 - b. That only approved drivers, who meet all requirements, are authorized to drive the vehicle,
 - c. That the vehicle will be used only for approved University business, and
 - d. That the vehicle will be driven in accordance with state and local laws and regulations, and in a courteous manner that represents Purdue.

B. Twelve Passenger Vans (Specific Requirements)

1. Purdue University van usage policy, effective July 26, 2001, states that vans may not be used by Purdue University faculty, staff, students, volunteers, etc. for transporting more than eight (8) people on University business off-campus. This policy applies to all vans including, but not limited to, those owned, borrowed, rented or leased. Drivers must be in compliance with van usage policies at all times.
2. Drivers must have a valid U.S. or Canadian driver's license and be rested.
3. A professional driver, not a member of the travel party, must be used if traveling farther than 350 miles one-way or if the trip is expected to extend later than 2:00 a.m., or overnight.

4. Drivers of twelve passenger vans should complete the Operator Guide Training Program and complete the Passenger Van Agreement found on the Physical Facilities website, http://www.purdue.edu/physicalfacilities/training/passenger_van_operator_guide.htm, prior to driving the twelve passenger vans.

C. Buses (Specific Requirements)

1. When more than 20 passengers are part of the land travel party, a bus or mini-bus shall be used.
2. Buses may be used to transport to away venues, transport to hotels from airports, and transport from hotels to playing venues.
3. Approved buses for team transport are motor coach common carriers or institution leased, owned or operated over-the-road bus transports.
4. Drivers of buses must have a valid and approved Class B(P) Commercial Driver's License.
5. The designee shall continue to request on a semi-annual basis, written proof of compliance with Sections C.3, C.4, and C.5 of this policy. Contracts with bus companies must contain an assurance that Sections C.3, C.4, and C.5 are still current. On an emergency basis, designee must obtain assurances orally and document. Oral verification is acceptable only when written verification is not reasonably obtainable. All such oral verifications will be presented at the next scheduled senior staff meeting for review.

D. Air Transportation

The pilot in command is the final authority for flight dispatch and safety of the flight. Commercial air carriers, charter, time-share and other aircraft may be used for the purposes stated and are subject to the provisions below:

1. Commercial Scheduled Carriers
Commercial carriers maintaining a Federal Aviation Regulation (FAR) 121 scheduled air carrier certificate are an acceptable means of travel for athletic teams and are not subject to section F.2. Tickets for commercial travel must be procured under the travel guidelines established by the Department of Intercollegiate Athletics using Anthony Travel.
2. General Requirements for Charter and Purdue University Aircraft

a) Pilots

Two pilots will be required for all Purdue University travel involving student-athletes. Pilots for small aircraft (maximum gross weight of 12,500 lbs or less), whether charter, time-share or other shall have, as a minimum:

1) Captain

- Airline Transport Pilot (ATP) certificate with current FAA first or second-class medical, as required by FAR.
- Type rating in aircraft to be used for team travel, if required by FAR.
- Training in the aircraft type to be used at Flight Safety International, Simuflite Training International, or equivalent aircraft manufacturer's training within the past 12 months.
- Be employed as a full-time pilot or Aviation Technology faculty member.
- 2000 hours total flying time.
- 200 hours total flying time in the aircraft type to be used.
- 20 hours flying time in the past 90 days in the aircraft type to be used.
- Six hours of instrument time within the previous six months, with six approaches, or completion of an instrument competency check. Three night takeoffs and landings as sole manipulator of the flight controls within the previous 90 days.

2) Copilot

- Commercial Pilot Certificate with multi-engine and instrument ratings, and current FAA first or second-class medical.
- Training in the aircraft type to be used at Flight Safety International, Simuflite Training International, or equivalent aircraft manufacturer's training within the past 12 months. The requirements of this section are met for Purdue copilots by satisfactory performance in the Aviation Technology Professional Flight Technology program.
- 1500 hours total flying time.
- 100 hours total flying time in the aircraft type to be used.
- 10 hours flying time in the past 90 days in the aircraft type to be used.

- Six hours of instrument time within the previous six months, with six approaches, or completion of an instrument competency check. Three night takeoffs and landings as sole manipulator of the flight controls within the previous 90 days.
- 3) No single pilot/single engine aircraft shall be used for team travel.

b) Maintenance

- 1) All required Inspection and maintenance procedures must be performed by an appropriately rated FAA certified repair station, the manufacturer or a manufacturer authorized service center (no Aircraft and Powerplant (A&P) Mechanic signoffs). In the case of Purdue turbine aircraft, all maintenance will be performed by Purdue A&P technicians and returned to service by the Chief Inspector or his delegate.
- 2) Maintenance personnel (or at least the person signing the logbooks) must be appropriately rated and be trained to maintain the aircraft type to be used by either Flight Safety International or Simuflite Training International within the previous five years.
- 3) Charter aircraft used according to this policy must be maintained under the appropriate FAA operations specifications.

c) Operation

- 1) On all light turboprop and light jet aircraft, weight and balance computations using average passenger weights are prohibited. A weight and balance form must be completed for each flight using actual weight figures for passengers (no quick weight and balance using average passenger weights).
- 2) No over-weight or out of center of gravity operation shall be allowed.
- 3) No aircraft may depart into known or forecast hazardous weather conditions, such as severe icing, thunderstorms or severe turbulence or wind shear.

- 4) All flights shall be conducted on an instrument flight plan.
- 5) Cockpit crewmembers will maintain a sterile cockpit when the aircraft is below 10,000 feet or during takeoff and landing operations.
- 7) Aircraft should be hangared whenever possible during inclement weather.
- 8) No aircraft used for team transportation may be piloted by a team member.
- 9) All flight operations must be conducted in accordance with all relevant FAA regulations or insurance requirements, whichever is more limiting.

4) Charter Services (Specific Requirements)

- a) All charter services procured shall be subject to Purdue University Purchasing policies.
- b) Every charter company used must have and demonstrate evidence of a current air carrier certificate under FAR Part 135.
- c) The charter company must maintain at least \$1,000,000 of aviation liability insurance per passenger seat. A certificate of insurance evidencing coverage must be supplied to the Purdue University Intercollegiate Athletics business office prior to any trip.

Student-Athletes Not Returning with Team

If a student-athlete will not be returning with the team from an event, competition, practice, etc., the student-athlete must complete the form on the next page and have it signed by the coach.

STUDENT-ATHLETE NOT RETURNING WITH TEAM INFORMATION

I, _____, will not be traveling from _____ with the _____ team on _____.

I am departing with _____, whose telephone number is _____.

I understand that, since I will not be traveling with the team, I am not covered by the travel insurance and therefore I release the Department of Intercollegiate Athletics and the _____ team of all liabilities. I waive all claims against Purdue University,

The Trustees of Purdue University, and/or its or their departments, affiliates, employees, trustees, officers, agents, volunteers, or insurers (“Released Parties”) for any and all injuries, damages, losses or claims, which arise during my travel from the event. I release and forever discharge the Released Parties from any and all claims and damages.

Student-Athlete’s Signature

Student-Athlete’s Printed Name

Date

Coach Approval