



Transportation Guidelines

SPORT CLUBS

INTRODUCTION

Without comparison, transportation is the most dangerous activity associated with Associated Students programming. Because of several high profile accidents involving college and university students, the following handbook was written to provide guidance and training to staff and volunteers.

HISTORY

Student organizations, Aztec Adventures participants and staff, Sport club teams, players and coaches must routinely make travel decisions weighing factors such as risk, convenience and cost. While the lowest risk option would involve the use of chartered buses, this is clearly a costlier option that few students can afford. Hence the use of private vehicles has become the most popular option for student travel.

According to a new transportation resource “*Safety in Student Transportation*” that is an outcome of a joint project of the American Council on Education (ACE), the National Collegiate Athletic Association (NCAA) and United Educators Insurance (EU), the two most common causes of vehicle accidents are:

- a) poor vehicle maintenance
- b) driver error
- c) both combined

The following manual is devoted to safe driving and improving the conditions and avoiding situations that may lead to accidents.

CONSISTENCY

The A.S. requires that all approved travel adhere to the following policies outlined in this manual.

MINIMUM AGE REQUIREMENT

All drivers must be at least 18 years old and have at least one year of driving experience and meets the A.S. insurance driver standards noted below.

- A. All drivers must possess a valid California driver's license or equivalent.
- B. All drivers will have no more than 3 (three) violation points in a 12 (twelve) month period or no more than 5 (five) points in an 18 (eighteen) month period.

- C. All drivers accumulating six OR MORE violation points within eighteen months will be excluded from driving.

TRIP LEADER RESPONSIBILITIES

Each trip must have a designated trip leader or “person in charge”. If club advisor/coach is not able to travel with the club on a trip, then he/she must delegate his/her authority to a "person in charge". This individual must be a registered club officer and listed as the "person in charge" on the travel form. The "person in charge" must:

- A. Carry a credit card on the trip for emergency purposes.
- B. Ensure multiple vehicles stay in touch in case of an emergency during the trip.
- C. Enforce driver and “shotgun” passenger changes and mandatory rest stops.
- D. Enforce behavior guidelines and no alcohol/illicit drug policies.
- E. Enact emergency response plan in case of an accident or if needed.
- F. Supervise the conduct of all participants on the trip and ensure that everyone drives responsibly.
- G. Ensure that all drivers have a copy of the following on file:
 - Current operator license;
 - Proof of vehicle insurance;
 - Department of Motor Vehicles (DMV) driving record.
- H. Update travel itinerary (see below) at least 48 hours prior to departure with appropriate office (sport clubs=ARC; student travel = Aztec Center).
- I. In an emergency, contact “telephone tree” or a copy of emergency telephone for your wallet or purse of emergency contact listings.

TRAVEL FORMS

- A. Sports Clubs: At least **SEVEN DAYS** prior to each scheduled trip, a ***Travel/Itinerary Authorization Form and Transportation and Housing Form*** must be submitted to the Aztec Recreation Center. Changes may be made up to forty-eight (48) hours in advance of departure time.

- B. LESS THAN 24 HOURS-TRAVEL AUTHORIZATION FORM:** It is the responsibility of the person in charge to complete a 48 HOURS OR LESS EMERGENCY CHANGE OF TRAVEL AUTHORIZATION FORM and submit a copy to the proper office and Public Safety prior to departing if there are any changes.
- C. Student Organizations:** At least two weeks prior to each scheduled trip, a completed A.S. Travel Package must be submitted to the A.S. Business Office.
- D. LESS THAN 24 HOURS-TRAVEL AUTHORIZATION FORM:** It is the responsibility of the person in charge to complete a 48 HOURS OR LESS EMERGENCY CHANGE OF TRAVEL AUTHORIZATION FORM and submit a copy to the proper office and Public Safety prior to departing if there are any changes.
- E. DIFFERENT LOCATIONS:** If students are leaving from different locations at different times, each student or sport club athlete must fill out an individual travel form.

SAFETY

COMMITMENT TO SAFETY: Driving on A.S. business is extremely important; we require:

- A. Mature, responsible drivers.
- B. A completed Department of Motor Vehicles (DMV) driver background check.
- C. A serious attitude and conservative approach to the program.

SAFE DRIVING GUIDELINES

- A. OUTSIDE INSPECTION:** Walk around the vehicle and perform a quick visual inspection of the exterior looking for any new damage or anything obviously wrong (low tire pressure, headlights, turn signal lights, taillights, brake lights, fluid levels, spare tire/jack, emergency kit: 1st Aid Kit, flare/markers, fire extinguisher, broken windows, etc.)
- B. INSIDE INSPECTION:** Before or after adjusting seat, steering wheel, side view mirrors, make sure you have a vehicle registration, insurance card, Emergency

Guidelines and vehicle's owner's manual. Double-check the horn, windshield wipers, seat belts, defroster/heater and emergency flashers.

- C. **REVIEW DIRECTIONS:** Familiarize yourself with the driving directions, maps and any other details of getting to your destination.
- D. **BEFORE BACKING UP:** Check to see that there is nothing behind the vehicle and/or if you are in a tight space, have someone stand outside the vehicle in an appropriate position to "spot" you.
- E. **DRIVE DEFENSIVELY—MANY OTHERS DO NOT.** This includes constantly being alert to possible hazards. Look ahead of immediate traffic to anticipate potential problems such as flashing lights, brake lights, swerving cars/trucks, merging vehicles from on ramps, construction zones, animals and/or pedestrians to name a few.
- F. **DRIVE THE SPEED LIMIT:** The maximum speed limit on most California freeways/highways is 65 mile per hour (mph). However, for two-lane undivided highways, the maximum speed limit is 55 mph. Road conditions and/or traffic requires that you slow down to match the environment.
- G. **DRIVE CONSERVATIVELY:** You should drive as if you are NOT in a hurry-avoiding an accident and getting there safely is more important than getting there quicker.
- H. **DO NOT EXCEED YOUR SIGHT DISTANCE & BRAKING ABILITY.** In other words, you need to be able to stop safely if something suddenly obstructs the road in front of you. Examples include curvy roads and blind corners; driving in the fog, heavy rain or snow.
- I. **OBEY ALL TRAFFIC LAWS.** Obtaining a moving vehicle violation while driving will suspend your future driving privileges.
- J. **NO ALCOHOL:** The A.S. has a strict **12 Hour "Bottle to Throttle" Policy**. This means NO consumption of alcohol 12 hours prior to the start of driving. This also includes any prescription medication that may cause drowsiness or the use of any illicit drugs. No alcoholic beverages are allowed at any time in the vehicle.
- J. **DRIVE WITH BOTH HANDS ON THE WHEEL.** Nothing instills more comfort and confidence in your passengers than a driver who is truly concentrating on driving and safely "two handing" the steering wheel. On the other hand, nothing creates more concern and fear than a driver fumbling for his/her favorite CD, attempting to find a clear radio station, adjusting the defroster

or opening his/her water bottle. These tasks mentioned above must be delegated to the “shotgun” passenger.

- O. USE THE TRANSMISSION TO HELP BRAKE OR HOLD SPEED DOWN.** When descending steep or long hills, that require constant braking, downshift to a lower gear; you will feel the braking effects of the engine slowing the vehicle. At the very least, turn off the overdrive button, if available, on the gear shift selector.
- P. WHEN DRIVING IN POOR WEATHER.** Recognize most California drivers have little to no “bad weather” driving experience and reduce your speed. Drive very conservatively as all other drivers around you have even less experience in wet, slippery, icy, foggy conditions.
- Q. WINDY CONDITIONS = SLOW DOWN!** The greater the speed the more difficult it will be to control your vehicle in windy conditions.
- R. WHEN DRIVING ON CITY STREETS.** Be aware that people will pull out of parked spaces without looking. Scan vehicles for drivers and locate the white back-up lights to determine if drivers have placed their vehicle in reverse gear.
- S. MASTER THE USE OF BOTH SIDE VIEW MIRRORS.** Realize that the side view mirrors on many passenger side vehicles distort distances. Use the “fish eye” or small bottom mirror to your advantage to best judge distances of vehicles traveling behind you. The “fish eye” mirror also works well for judging your distance from the shoulder of the road. This is very important on gravel roads where the shoulder may be soft or non-existent. As a general rule drivers should check their side view mirrors every 5-8 seconds-especially in heavy traffic.

CELL PHONE USE

- A. IT’S NOW THE LAW:** California state law prohibits the handheld cell phones while driving. The law is a result of data from the California Highway Patrol (CHP) which showed that cell phones were the leading cause of distracted driving and accidents.
- B. ANSWERING A CALL:** If you must keep your cell phone turned on while you are driving, allow a passenger to answer the call or safely pull off the road to answer.
- C. PLACING A CALL:** Under no circumstances should drivers place cell phone calls while operating a motor vehicle.
- D. 911 CALLS:** The law exempts 911 calls and/or emergency calls.

- E. **HANDS FREE DEVICE:** Although a hands free (Bluetooth) device can be used, it is still considered unsafe to actually place any kind of cell phone call while driving and doing so is prohibited.

TIRE INFLATION

- A. **AIR PRESSURE:** Safe operation of your vehicle requires that your tires be properly inflated. Remember that an automobile tire can lose up to half of its air pressure without appearing flat.
- B. **TIRES:** Every day before you drive, check the tire inflation. If a tire looks lower than the others, use a tire gauge to check pressure of all tires and adjust if required.

PASSENGERS

- A. **THE DRIVER IS 100% RESPONSIBLE.** The driver is responsible for the safety of all passengers in the vehicle. In the event of an accident, that can be proven to be the driver's fault, the driver could be found personally liable and it will negatively impact his/her permanent driving record.
- B. **SEAT BELTS ARE THE LAW!** There must be one seat belt per occupant. All passengers are required to wear their seatbelts whenever the vehicle is in gear. This is the law and extensive research has shown this is the safest way to travel. Drivers should not only verbalize the above sentence to their passengers, but visually check, along with their "shotgun" passenger, to ensure everyone is buckled-up correctly.
- C. **ELIMINATE HORSEPLAY AND MINIMIZE DISTRACTIONS.** It is also "shotguns" passenger's responsibility to ensure that the driver is not distracted by inappropriate behavior or horseplay coming from the passengers.
- D. **ON CURVY ROADS—SLOW DOWN!** Drive in such a way that will both instill comfort and confidence in your passengers. On curvy roads, the back of the vehicle can feel like a roller coaster. Be safe and slow down; take curves as smoothly as possible. Avoid the mistake of constantly braking and accelerating around corners.
- E. **DON'T PICK UP STRANGERS OR PERSONS UNAFFILIATED WITH TRIP:** Never jeopardize the safety of yourself and/or your group by picking-up "hitchhikers" or strangers.

- F. FAMILY MEMBERS/GUESTS:** Family members, guests and/or those not affiliated with the clubs or organization may not travel with the group.

LONG DISTANCE DRIVING

- A. Clubs and organizations cannot drive for more than eight (8) hours and 350 miles in any given 24-hour period.
- B. The majority of the driving must be during daylight hours; therefore, groups may not depart after 1:00 p.m. for trips exceeding eight (8) hours.
- C. When towing a trailer (Aztec Adventures, Men's crew and Waterski clubs only), vehicle speeds must be reduced to no higher than 55 miles per hour, especially in heavy traffic.
- D. To avoid fatigue, there must be two or more drivers for all trips exceeding four hours or 200 miles; Drivers must switch every four hours or 200 miles at a minimum to avoid fatigue. In addition drivers should take a minimum 20-minute break every two hours of driving.
- E. If the "shotgun" passenger feels the driver is tired and verbalizes this to him/her then it is the driver's immediate obligation to pull over at the first appropriate and safe location and switch drivers—no arguments—no questions asked.
- F. On long distance trips the "shotgun" passenger is obligated to assist the driver with navigation, by watching the road and attending to the drivers comfort (CD, AC, Defrost, etc.) as well as good conversation. If it is a very long trip this person should take another seat so as to be able to rest and another responsible passenger can take over as shotgun passenger.

DRIVING AT NIGHT

- A. Traffic death rates are three times greater at night than during the day according to the National Safety Council.
- B. Driving at night is more dangerous because ninety percent of a driver's reaction depends on vision, and vision is severely limited at night. Depth perception, color recognition, and peripheral vision are compromised after sundown.
- C. Older drivers have even greater difficulties seeing at night. A 50-year old driver may need twice as much light as someone twenty years younger than them.

- D. Fatigue is another factor adding danger to night driving. Drowsiness makes driving more difficult by dulling concentration and slowing reaction time.
- E. Attending school all day, packing up and preparing for the trip, loading the vehicle and possibly not sleeping well the night before because of all the last minute duties equals a very dangerous driving situation.
- F. **SAFETY RECOMMENDATIONS FOR NIGHT DRIVING:**
 - a. Clean all exterior lights to make them illuminate to their potential.
 - b. Reduce your speed and increase your following distances. It is more difficult to judge other vehicle's speeds and distances at night.
 - c. Don't overdrive your headlights. You should be able to stop inside the illuminated area. If you're not, you are creating a blind crash area in front of the vehicle.
 - d. If an oncoming vehicle doesn't lower their high beams from high to low, avoid glare by watching the right edge of the road and using it as a steering guide.
 - e. Make frequent stops for snacks and exercise. If you're too tired to drive, you are obligated to stop and rest.
 - f. Twilight is one of the most difficult times to drive, because your eyes are constantly changing to adapt to the increasing darkness.

DRIVER FATIGUE

- A. Fatigue on the road can be a killer. Accidents can happen frequently, especially on long night drives, when the driver is fatigued.
- B. Signs include: back tension, burning eyes, shallow breathing, inattentiveness, erratic driving such as drifting, abnormal speed, tailgating or failure to obey traffic signs.
- C. Lack of sleep is the most obvious cause of fatigue. If you didn't get seven or eight hours of sleep the night before a trip, you're courting fatigue.
- D. It is important that your "shotgun" passenger serves as a conversation partner to keep the driver awake. If the "shotgun" passenger is too tired, get them to switch seats with someone who can keep the driver alert with good company.

- E. Be aware of something called “highway hypnosis” on long drives at night. The glare of lights, both on your dashboard and outside the vehicle can increase the danger.
- F. Adjust the vehicles interior environment so that it helps keep you awake and alert. Keep the temperature cool, with open windows or air conditioning in the summer and frugal amounts of heat in the winter. Turn the volume of the radio up and switch music frequently avoiding soft, sleep inducing tunes. Do not use cruise control; keep your body involved with the driving.
- G. Take frequent breaks—at least every two hours. Stop at gas stations, restaurants or rest stops. Get out of the automobile, walk around, even jog or do exercises as it fights fatigue. Avoid a heavy meal; eat a light meal or snack instead.

DRIVING IN THE RAIN

- A. Losing control of the vehicle on wet pavement is a frightening experience. Unfortunately, it can happen unless you take preventative measures.
- B. Prevent skidding by driving slowly and carefully, especially on curves.
- C. If you do find yourself in a skid, remain calm, ease your foot off the gas and brake firmly as you steer into the skid.
- D. Hydroplaning is another nerve wracking event. Hydroplaning happens when the water in front of your tires builds up faster than the vehicle’s weight can push it out of the way. The water pressure causes the vehicle to rise up and slide on a thin layer of water between your tires and the road. At this point the vehicle can be completely out of contact with the road, and you are in danger of skidding or drifting out of your lane or possibly off the road itself.
- E. To AVOID HYDROPLANING, keep your tires properly inflated, maintain good tread on your tires and replace them when necessary. Slow down when roads are wet, and stay away from puddles and pooling water. If possible try and drive in the tire tracks of the vehicle in front of you.
- F. If you find yourself HYDROPLANING, brake normally and steer. If your vehicle has anti-lock brakes, the vehicle’s computer will mimic a pumping action, when necessary.
- G. A DEFENSIVE DRIVER adjusts his or her speed to the road conditions in time to avoid having to use any of the above measures.

DRIVING DEFENSIVELY

- A. More than 41,000 people lose their lives in motor vehicle crashes each year and over two million more suffer disabling injuries, according to the National Safety Council. The triple threat of high speeds, impaired or careless driving and not using seat belts threatens every driver—regardless of how careful or skilled.
- B. Driving defensively means not only taking responsibility for yourself and your actions but also keeping an eye on the “other guy”. The National Safety Council suggests the following guidelines to help reduce your risks on the road.
 - a. Don’t start the engine without ensuring that everyone has properly secured their seat belt. Seat belts save thousands of lives each year-buckle up before driving-it’s the law.
 - b. Lock all doors.
 - c. Driving too fast or too slow can increase the likelihood of an accident or collision.
 - d. Be alert! If you notice that an automobile is straddling the center line, weaving, making wide turns, stopping abruptly or responding slowly to traffic signals, the driver may be impaired.
 - e. Avoid an impaired driver by getting off the road as soon as possible. If the automobile is oncoming, pull over as far as possible, flash your lights and sound your horn.
 - f. Follow the rules of the road. Don’t contest the right of way or try to race another vehicle during a merge. Be respectful of other drivers.
 - g. Don’t follow the automobile ahead of you too closely. Always use a “three to five second following distance” rule.
 - h. While driving, be cautious, aware and responsible. Keep in mind that you are solely responsible for the lives of your passengers—most of them sons or daughters, sisters, brothers, mother and fathers.
 - i. Do not overload the vehicle.

WHAT TO DO WHEN YOU ARE INVOLVED IN AN ACCIDENT

- A. **Protect the scene.** Get off the road if possible. Put on flashers. Get injured people out of the vehicle and moved off the road to a safe location. Send responsible people up and down the road with flashlights TO WARN OTHER TRAFFIC if possible. Turn off automobile engines. Put brakes on and/or keep vehicle from moving.
- B. **Notify authorities. Dial 911.** Tell them how many automobiles and people are injured. Tell them as much as possible. If sending other motorists, write down information they should give authorities.
- C. **Render assistance.** Assess all passengers needing medical attention; stabilize them and do what you can until help arrives. Do not move injured people unless they are in more danger where they are.
- D. **Document Situation well.** Write down facts. Take photos of the scene and damage if appropriate. Fill out injury forms if appropriate. Obtain information from witnesses and other's involved.
- E. **Registration & Insurance Card.** Ensure the driver has readily available information in the console.
- F. **Contact Information:** If you are involved in an accident while traveling, you should contact SDSU Public Safety at (619) 594-1991 as soon as possible.

AUTOMOBILE INSURANCE

- A. Before using a privately owned vehicle for travel, students who wish to drive must complete a Driver/Insurance Form. State law requires the owner to possess the following liability insurance:
 - \$15,000 per personal injury to, or death of, one person.
 - \$30,000 for personal injury to two or more persons in one accident.
 - \$5,000 for property damage.
- B. Carrying poof of insurance coverage is required by law. Additionally, the driver must meet safe driving requirements, which checks/reports on all drivers' DMV record. Unsatisfactory DMV reports will cause student-athletes to lose their driving privileges.

IF YOUR VEHICLE BREAKS DOWN?

- A. You are driving down the highway when suddenly you have automobile trouble. The National Safety Council suggests the following measures when your automobile breaks down or has a flat tire on the highway.
- B. At the first sign of automobile trouble, gently and smoothly take your foot off the accelerator. Do not brake hard or suddenly.
- C. Carefully work your vehicle toward the breakdown lane or the side of the road. If you are on an interstate, try to reach an exit.
- D. Signal your intentions to drivers behind you. If it is necessary to change lanes, watch your mirrors and the traffic around you closely.
- E. Once off the road, make your automobile visible. Put reflector triangles behind your vehicle to alert other drivers; use your emergency flashers. If it is dark, turn on the interior dome light.
- F. When you have a flat tire, be certain that you can change it safely without being close to traffic. If that is possible, change the tire as you normally would. Remember, safety must take precedence over your schedule or whatever other concerns you may have.
- G. However, when a vehicle is beyond repair, it is best to get professional help. Do not try to flag down another vehicle. Raise your hood and tie something white to the radio antenna or hang it out a window so the police or tow truck operator will know help is needed.
- H. Don't stand behind or next to your vehicle. If the automobile is in the roadway, stand away from the vehicle and wait for help to arrive.
- I. If your automobile is safely out of traffic, wait inside the vehicle with the doors locked. Use your cellular phone to call for help. If someone stops and offers to help, open the window slightly and ask them to call the police.
- J. Watch for a uniformed police officer or other emergency personnel. All interstate highways and major roads are patrolled regularly. Also, some highways have special "call-for-help" phones.
- K. It is not recommended to walk on an interstate, especially during inclement weather. However, if you can reach a source of help on foot, without jeopardizing your safety, try the direct approach by walking. Keep as far from traffic as possible and walk on the right side of the roadway. Never attempt to cross a multi-lane, high speed roadway.

15-PASSENGER VAN USE

- A. 15-passenger van use is limited to official Aztec Adventures travel only; clubs and organizations may NOT rent or use 15-passenger vans for travel.
- B. The California Commercial Motor Vehicle safety program outlines who needs a Commercial Driver License (CDL) for all drivers of 15-passenger vans.
- C. A complete copy of the California Commercial Driver Handbook is available in the Aztec Recreation Center.
- D. All Aztec Adventures employees who operate 15-passenger vans must also have a CDL with a passenger transport vehicle (PV) endorsement. A 15-passenger van is a van manufactured to accommodate 15 passengers, including the driver, even if the seats have been removed to accommodate fewer than 15 passengers.
- E. Roof Racks – Aztec Adventures is approved to utilize roof racks to transport gear.

DRIVING IN MEXICO

- A. Due to the Aztec Adventures professional experience, educational component and knowledge of local contacts in leading trips into Mexico, driving in Mexico is limited to Aztec Adventures trips only.
- B. Therefore, NO student groups and/or sport club teams are allowed to travel into Mexico unless Aztec Adventures leads the trip.
- C. Clubs should contact the Aztec Adventures staff (prices and charges vary), at least one semester prior to travel, if they are interested in using the Aztec Adventures program to contract travel arrangements.



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