Instructions: This form must be completed and submitted by the club president or vice president a minimum of five (5) business days prior to traveling from the University of Utah campus.

Club Name: ______________________________ Date Submitted: __________
Prepared by: ______________________________ Phone: __________________
Purpose of Trip: ______________________________________________________________
Departure Date/Time: _________________ Return Date/Time: ___________________
Location: ____________________________________________________________________
Lodging: ___________________________________________ Phone: _____________
Emergency Contact at Site: _______________________________ Phone: __________

Mode of Transportation (circle):
Air    Bus    Rented Vehicle(s)    Private Vehicle(s)

Traveling Team Roster: All club members must have a signed Assumption of Risk and Release of Liability form and a Proof of Insurance form on file with CRS. Include ALL members of the traveling team, including coaches, managers, adviser, and supervisors on the roster.

1. __________________________________________ 16. ____________________________
2. __________________________________________ 17. ____________________________
3. __________________________________________ 18. ____________________________
4. __________________________________________ 19. ____________________________
5. __________________________________________ 20. ____________________________
6. __________________________________________ 21. ____________________________
7. __________________________________________ 22. ____________________________
8. __________________________________________ 23. ____________________________
9. __________________________________________ 24. ____________________________
10. _________________________________________ 25. ____________________________
11. _________________________________________ 26. ____________________________
12. _________________________________________ 27. ____________________________
13. _________________________________________ 28. ____________________________
14. _________________________________________ 29. ____________________________
15. _________________________________________ 30. ____________________________
Directions: Please initial indicating your club’s understanding of, and agreement to, the following concerning this travel trip:

1) Each driver on the trip will have a valid driver’s license.  
   Agreed ______  

2) For travel within the Salt Lake City metropolitan area, each driver will be at least 18 years old.  
   For use outside the Salt Lake City metropolitan area, each driver will be at least 21 years old.  
   Agreed ______  

3) Drivers will obey applicable speed limits and slowdown in adverse weather conditions.  
   Seat belts will be worn at all times by all occupants.  
   Agreed ______  

4) Only individuals holding current automobile liability insurance coverage will drive vehicles during the trip.  
   Agreed ______  

5) No individuals convicted of driving under the influence of drugs or alcohol, reckless driving, or responsible for an accident during the past two years, will drive club participants during the trip.  
   Agreed ______  

6) No person will be allowed to drive any vehicle larger than a 7–passenger minivan until he/she has attended a van operation orientation and received a certificate of completion from the University Motor Pool (ext. 1-8155). This certificate is good for one year.  
   Agreed ______  

7) No more than nine occupants, including the driver, will travel in a large van.  
   A large van is defined as a 12 passenger van.  
   Agreed ______  

8) No operator will drive a large van for more than 6 hours at a time without a minimum break of at least 2 hours. Total driving time will not exceed 12 hours per day, regardless of the number of drivers.  
   Agreed ______  

9) No vehicles will be operated between the hours of 1 am and 5 am, unless the purpose of the trip is to return directly to a home base and the trip is less than 4 hours in duration.  
   Agreed ______  

10) The use of a vehicle with the capacity to carry 15 or more passengers is prohibited unless chartered by a private company with a properly trained driver.  
    Agreed ______  

11) No vehicles have been, or will be, rented in the name of the University.  
    Agreed ______  

12) The club will obtain supplemental insurance coverage from the rental agency on any rented vehicles.  
    Agreed ______  

13) Club participants will not consume alcoholic beverages or non-prescription drugs during this trip.  
    Agreed ______  

14) Our club has discussed and agreed upon each of the foregoing principles concerning travel.  
    Agreed ______  

Signature: ___________________________________________  Date: _________  

(Club President or Vice President)