



GENERAL DRIVING POLICIES AND PROCEDURES

To be read and understood by all drivers for Sports and Recreation Services.

Authorized Driver Requirements: To be authorized to drive (rental or personal vehicle), drivers must be approved by the Program of Sports and Recreation Services. To obtain approval, drivers must register on-line and submit the following at least two weeks in advance:

- o Complete Drivers Authorization Registration on-line
- o Photocopy of current Driver's Licence (front & back) – can submit online or hand in
- o Photocopy of valid vehicle insurance (only if using personal vehicle) – can submit online or hand in
- o Driver Abstract: 3-Year Statement of Driving Record – can submit on line or hand in
 - Available from the Ontario Ministry of Transportation via:
 - Online information at www.mto.gov.on.ca/english/dandv/driver/record.htm
 - Obtain abstract online at www.ontario.ca/en/services_for_residents/053272 (\$12.00)
 - Driver and Vehicle Licensing Office (\$12.00)
 - Service Ontario Kiosk (\$13.00)

Based on the applicant's 3-Year Driver Abstract, the applicant will not be authorized if they have any suspension/revocation of licence for reckless driving, hit and run, leaving an accident scene, failure to appear, DUI, or other vehicle-related felony. In addition an individual will not be authorized if they have more than three at-fault accidents, more than three moving violation tickets or a combination of more than three tickets/accidents within the past three years. Once successfully completed, the authorization to drive is valid for one to three years (based on approval from the Program of Sports and Recreation Services).

SAFETY IS YOUR NUMBER ONE PRIORITY WHEN TRAVELING. PLEASE USE GOOD JUDGEMENT.

- 1 Team/club members and coaches/instructors are representatives of the University of Western Ontario and must conduct themselves with good taste and good judgment at all times.
- 2 All drivers and passengers are required to wear seat belts while the vehicle is in motion. The authorized drivers are responsible for making sure all persons traveling in the vehicle have seat belts on.
- 3 Drivers are restricted to driving no more than 10 hours total in any one day.
- 4 Drivers must not exceed posted speed limits or speed that is appropriate for driving conditions.
- 5 All parking and traffic fines are the responsibility of the individual.
- 6 The consumption and transportation of alcohol on any motor vehicle used by a University of Western Ontario sport team/club is strictly prohibited. Violation of this policy will be dealt with in a very firm manner and could lead to the suspension of the team/club from further participation/competition.
- 7 Report any accidents ASAP (see the end of this document for accident reporting procedures).
- 8 The Program of Sports and Recreation Services will make every attempt to ensure that teams/clubs travel in safe and comfortable vehicles, and under the safest of circumstances possible.



The University of Western Ontario
Sports and Recreation Services
WSRC, Room 3235, London, Ontario, CANADA, N6A 5B9
Telephone: (519) 661-3552, Facsimile: (519) 661-3385
E-mail: mustangstravel@uwo.ca Website: www.westernmustangs.ca



9 If you are traveling in a vehicle that appears unsafe, have the vehicle checked as soon as possible (the first garage). If it is definitely unsafe, do not continue travel in that vehicle. Call the rental agency from which the vehicle was obtained and request their advice.

10 **INCLEMENT WEATHER** If the team/club experiences inclement weather while traveling, the coach/instructor should follow procedures to ensure the safety of all travelers. The coach/instructor is responsible for making a judgment on whether or not travel is safe. If travel conditions are deemed unsafe, travel should cease immediately and the team should be housed in a hotel until weather improves. Notify both Universities concerned if you are traveling to a competition.

For up to-date weather and road conditions:

MTO Ontario Road Conditions: (weather, construction, closures, delays, USA – Canada boarder information wait times etc.) Phone Number: 1-800-268-4686

Website www.mto.gov.on.ca/english/traveller

Ontario weather: www.weatheroffice.ec.gc.ca
www.theweathernetwork.com
www.ontarioweather.com

AM 680, TORONTO’S All News Radio: Updates on weather/traffic every 10 minutes.

11 **PERSONAL VEHICLES** The use of personal vehicles to transport teams/clubs is not encouraged. This places undue financial responsibility on the drivers in the case of legal action or damage to the vehicle. If a private vehicle is used on approved University business, the owner must ensure that his/her personal automobile insurance is adequate. A minimum of \$1,000,000 third party liability is recommended. Drivers of personal vehicles must have proof of minimum insurance as required by the Province of Ontario. In most cases, private vehicles are not covered by The University of Western Ontario’s insurance policy.

12 **RENTAL VEHICLES** The University's automobile insurance covers only university employees driving rental vehicles on University business which includes full time and honorarium coaches, and staff members. Student drivers are not covered under this policy. The Travel Coordinator must be informed as to who will be driving each vehicle so additional insurance is purchased if required. All possible drivers should be listed on the rental agreement. Drivers must be 21 years of age or older. Van drivers of more than 11 passengers must hold a Class “B” “C” “E” or “F” licence. Without this licence the maximum number of passengers allowed is 11, (not including the driver).

When Renting a Vehicle:

- Check that the gas tank is full before you leave, the company will charge for a full tank. Also check that there is no damage to the vehicle (notify the Rental Agency and the Travel Coordinator if the tank is not full or if there is damage).
- Fill up the gas tank before you return the vehicle. Note the time you return the vehicle on your copy of the rental agreement and drop it off with the keys, so the rental company will not charge us extra time over a weekend. Vehicles are to be returned immediately upon return from competition, to the rental company with a clean interior (remove any garbage).

13 **IN THE EVENT OF AN ACCIDENT:**

Notify Police if necessary. Report any accidents to the Travel Coordinator (Beth 519-661-3552), and the Manager of Athletics (Chuck 519-495-7129), or the Sport Club Coordinator (Wes 519-495-8148), as soon as possible. The accident should also be reported to the Rental Agency (if vehicle is a rental).

The following information will be required: *Renter's/Driver's Name; Date of Incident; Names/ Addresses of witnesses and injured; License #'s of cars involved; Description of accident; Copy of rental agreement; Police Report or Occurrence Number (if applicable)*



The University of Western Ontario
Sports and Recreation Services
WSRC, Room 3235, London, Ontario, CANADA, N6A 5B9
Telephone: (519) 661-3552, Facsimile: (519) 661-3385
E-mail: mustangstravel@uwo.ca Website: www.westernmustangs.ca