# **Faculty/Staff driving students**

## Waiver of Liability must be signed by all students participating in the travel and kept on file with the department

## Faculty/staff member driving will complete a Driving Record Affidavit and submit it to Risk Management – see attached

## Faculty/staff member confirms they will be the sole operator of the rented/owned vehicle and no student or others are authorized to drive the vehicle

## All students are over the age of eighteen (18)

# **Renting Vehicles**

## Risk Management prohibits the rental of fifteen (15) passenger vans, exceptions will be considered under extenuating circumstances.

## Twelve (12)-Passenger Van Rentals

###  Authorized UAD’s operating a twelve (12) passenger van must limit the number of passengers to a maximum of ten (10) passengers including the driver. All drivers must be pre authorized to drive a 12- passenger van by Risk Management. Review Driver Responsibilities and Pre-Departure Safety Guidelines per handout - Driver Awareness: 12 Passenger Van Safety

# **Overnight Accommodations**

## If overnight travel is indicated, faculty and/or staff are prohibited from sharing a room with students.

## Hotels are the best option offering the high level of security, fire protection, and privacy.

## AirBnb/VRBO – Not supported by Risk Management. Although a lower cost option, rentals do not operate under the same guidelines as a hotel.