Sport Club Approved Driver Training
Planning Travel

- Clubs must use University approved vehicles and drivers must meet all of the Approved University Driver requirements:
  - 1. Complete the Motor Vehicle Record Screening (NH drivers must have form signed by Notary and uploaded)
  - 2. Complete the Online Defensive Driving course
  - 3. Complete the Approved Driver quiz & upload Defensive Driving Certification to quiz
- Check in with UNHsportclubs@gmail.com prior to your trip to make sure you are in the WEX system so that you can purchase Gas during the trip!
- No more than 11 individuals may travel in a Campus Rec Vehicle and no more than 12 students may travel in the Enterprise Ford Transit Vans.
All club members must travel to and from all away contests as a group in University owned or rented vehicles. An exception will be granted if the member completes the *Online Sport Club Travel Release* Form at least 24 hours prior to departure.

The use of University owned or rented vehicles is restricted to University business only. Under no circumstances may a vehicle be used for personal or family business or for personal gain. In addition, no one other than official UNH club representatives (members & coaches) may travel in University vehicles.

Club leaders must submit a copy of the final travel roster prior to departing campus, checking off all members traveling and clarifying which vehicle each member is in. The Club leader will then take a picture of the roster and email it to the UNH sport club gmail account (*unhsportclubs@gmail.com*) and/or a member of the sport club professional staff prior to leaving campus.
Initial Van Check

- **Inside of Car**
  - Check for Damage
  - Check for insurance, vehicle card, and stocked first-aid kit.
  - Be Familiar with Vehicle you are driving:
    - How is breaking, accelerating
    - Where are the blinkers, wipers, cautious lights.
  - Everyone in vehicle is buckled up
  - Check Dashboard for any warning lights
  - Adjust Mirrors
  - Assign Navigator and Spotter
  - Check luggage to make sure it is secure and in the back.

- **Outside of Car**
  - Tire Pressure,
  - Check for Damage (make not of this on your post travel form)
  - Make sure Car is not Top heavy loaded.

***If anything looks off, contact your UNH Professional Staff Point of Contact.***
During Travel

- Campus Rec vans must be picked up and dropped off at the Depot Lot (Dairy Bar). Enterprise vans must be picked up and dropped off at West Edge.

- Clubs are limited to a 12-hour driving period per day with no driving to occur beyond 12:00am-6am. Drivers will be limited to a maximum 4-hour driving shift.

- All Club travel will be suspended in the Durham/Seacoast area during University curtailed operations. Pay attention to forecasted weather and work with your Point of Contact on inclement weather plans.

- All violations received will be the responsibility of the driver to whom the vehicle has been assigned (including parking tickets and/or EZ Pass violations).
WEX GAS CARDS

- Wright Express (WEX) cards are provided to UNH Sport Clubs for the sole purpose of purchasing business-related fuel for University or Rental vehicles. A Wex Card will be in each club's Travel Packet.

- Each Approved Driver will have their own WEX ID (Last 4 digits of their UNH ID followed by 01) that they must use when filling up Gas with the WEX card.
  - Please save the WEX receipts and turn them in with Travel Packet
  - Check in with UNHsportclubs@gmail.com prior to your trip to make sure you are in the WEX system!
During Travel Continued

- The following driver and passenger guidelines must be followed:
  - Use of seat belts for all passengers is required
  - Use of cell phones prohibited while driving
  - Do not speed—drive conservatively
  - Fill front seats first
  - Nothing should ever be loaded on the roof with the exception of approved bike racks/bicycles

- **Travel Binder what it is and what it has:**
  - It has Accident Forms, Roster, and Medical Allergy Sheet (This form is to stay sealed unless needed).
  - If accident occurs after emergency help is attained notify pro staff contact (Point of Contact)
  - Accident reports/Binders and Travel Packets must be returned to Campus Rec on Monday morning.
Vehicle Issues

For Vehicle Issues, keep your Point of Contact in the loop and use them as a resource as needed. If the problem can be solved for a reasonable amount, get it done and obtain a receipt to be reimbursed.

- It’s important to know if fellow members have an AAA Membership and what their towing distance is. This can help you decide if getting the Van towed is a smart decision or not!

1. UNH Vehicles
   - Call the UNH Garage 603-862-2746 OR 603-862-1437
   - Notify UNH Dispatch of breakdown 603-862-1427

2. Enterprise Rental
   - Call the 24-hour Roadside Assistance line 1-800-307-6666
Vehicle Accident

- **Contact local police immediately to complete report** (Even if accident seems minor)
- Exchange insurance information from travel packet with Driver
- Take pictures of accident
- Contact point of contact with Campus Recreation
- Complete accident report forms as soon as you return to campus
After Travel

- Clubs are responsible to move trash and/or belongings before returning the vehicle. If the club leaves the van a mess, the club will be fined and may lose future privileges to drive the UNH vans.

- Vans must be refueled and filled back up for the next group to use!

- Please make certain that all doors are LOCKED, lights are turned OFF, and vans are BACKED into parking spaces when the club returns the vehicles.

- Travel binders must be returned on MONDAY OR the next day depending on when the club gets back from traveling. The returned travel binder MUST have the P Card, Wex Card, ALL itemized receipts, etc.
Post Van Check

- **Outside of Car**
  - Tire Pressure,
  - Check for Damage (make note of this on your post travel form)
  - Make sure Car is not Top heavy loaded.

- **Inside of Car**
  - Check trash and equipment
  - Everyone in vehicle is buckled up
  - Did you refuel the vehicle with gas?
  - Return keys and travel packet to Campus Recreation immediately
Cleaning out the vehicles as much as possible should always be done by team members upon returning back to school. The vans must also be refueled and backed into their spot upon returning to school.

The depot lot is where the Campus Rec vans are returned to and West Edge is where Enterprise Vans are returned to.

Check in with UNHsportclubs@gmail.com to make sure you are in the WEX system so that you can purchase gas during the trip! (Last 4 digits of UNH ID followed by 01)

Abide by New Hampshire hands-free law
These vans need a longer braking period due to their increase in size and weight compared to a normal car.

The back of the van is where items should be stored so that nothing can fly forward, thus minimizing roll over potential.

Making sure all the participants in a vehicle have their seatbelt on, have a spotter assigned to help, checking all the mirrors and confirming they are clear to begin backing up are all things a driver reversing should do.

Be conscious of toll lanes and drive through the booth which offers the most drive able space, be aware of construction zones and take extra precaution, and always drive the speed limit to ensure that teammates are also driving the speed limit when they are driving is what you should always be doing besides what you learned in Defensive Driving.
Follow Up Quiz

Now that you have read through the training, complete the UNH Sport Club Approved Driver quiz below AND Upload your Defensive Driver Certification to the Quiz!

https://docs.google.com/forms/d/1ZRjEQLzgUbZwZT_3uKxZrdUaT6IZWfrr4jTtgnB8uY4/viewform?edit_requested=true