DRIVERS
All drivers must be approved to drive by the Assistant Director-Sport Clubs. Drivers must have a valid driver's license, less than 6 points on their driving record, be over 18 years of age, and submit a driving record Driving Record Self-Verification Form. Drivers may also register as an official volunteer driver for the Sport Club Program, which may provide additional liability and accident coverage when driving a rented vehicle within the state of Maryland.

Responsibilities
Drivers are responsible for the safety of all passengers and are expected to use extreme care when transporting club members to an event/tournament. Drivers must be capable of operating a vehicle (rested, alert, etc.) and comfortable operating the type and size of vehicle being used. Additionally, the driver is expected to:

- Inspect the tires and adjust the seat and mirrors before starting the vehicle.
- Ensure that the vehicle is not driven if there is a mechanical problem.
- Make sure that he/she is comfortable with the size of the vehicle.
- Ensure that all passengers are in their seat belts prior to departure.
- Focus on driving. Do not change the radio station, adjust the temperature, talk on cell phones, text message, etc. The front seat passenger is responsible for those items.
- Obey all traffic, parking, and safety laws, including the speed limit. Drivers assume responsibility for all traffic and parking tickets.
- Keep a safe following distance.
- Drive defensively - be prepared for the unexpected.
- Stop for fuel when the fuel gauge drops below 1/4 full.
- Use caution when traveling or stopping on unpaved surfaces to avoid getting stuck.
- Reduce speed in rain, fog, snow, or ice. Change drivers often. Pull over if conditions are too hazardous for safe driving.
- Report all traffic and/or parking violations to the Assistant Director-Sport Clubs within 24 hours of your return to campus.

VEHICLES
All drivers on club approved travel are required to fill out a Driving Record Self-Verification Form and submit it to the Assistant Director-Sport Clubs. Clubs are responsible for adhering to the travel itinerary and vehicle assignments submitted with their Travel Request Form, in addition to the vehicle guidelines listed below.

Motor Pool Rentals
If your club would like to rent 7-passenger van(s) for a trip, the Assistant Director-Sport Clubs will reserve them through University Motor Pool. However, the following information is required with your Travel Request Form:

- The approximate time and date of both pickup and drop off
- List of approved drivers
- Number of vehicles needed

Drivers only need to be 18 years of age to operate a Motor Pool van. Sport Clubs may not use 12 or 15 passenger vans for travel.
**Personal Vehicles**

It is the responsibility of the club officers and advisor to make sure that the owner of any vehicle used for club purposes has adequate automobile insurance coverage, including third-party liability. The University of Maryland assumes no responsibility for the use of private vehicles. Friends or relatives are not allowed to travel with club members. Only approved travelers may ride in the vehicle. **NOTE:** The owner of the vehicle assumes liability for everything that happens to and in that vehicle. There will be no mileage reimbursements for private vehicles.

**UMD Charter Bus (DOTS)**

The only option for a bus rental is through the UM Department of Transportation Services. If the club would like to request a Charter Bus through DOTS, please contact Robert Shearman, Charter Service Manager, at rmsjr@umd.edu or charterum@umd.edu. He will assist the club in securing a charter bus for any event. In the event a University bus is not available, Robert will secure a bus through an outside charter service. Contracts for bus services may not be signed by club officers; please forward all contracts to the Assistant Director-Sport Clubs for approval. Please see the DOTS website for more information: [http://www.transportation.umd.edu/events.html](http://www.transportation.umd.edu/events.html)

**HOTEL/MOTEL REGULATIONS**

If the club would like to stay in a hotel/motel, a designated club officer should make the club's reservation. Clubs are advised to call several hotels in order to receive the best price for accommodations. Then, communicate the information listed below to the Assistant Director-Sport Clubs through the Travel Request/Itinerary Form. Any cancellation fees may be debited from the club’s CRS allocated funds. Hotel rooms on busy weekends sell out quickly; plan ahead. Contact the host of the event to determine if early arrangements need to be made in order to reserve a room for that day/weekend.

To request for CRS to pay for a hotel reservation, the following information is needed:

- The complete name, mailing address, and phone number where the club has made reservations
- The name under which the reservation was placed (example - John Smith or Maryland Golf Club)
- The dates the club has reserved, the number of rooms reserved, and the number of people staying in each room
- The room rate that the club was quoted and the date the reservation was made

To help ensure continuing good relations with hotel management and discourage abuse of rooms, CRS allows a maximum of four (4) sport club members in a typical hotel room. Clubs are required to get as many rooms as needed to properly house the participants (example – if 25 members plan to attend a trip, the club would need to reserve seven rooms).