

Oklahoma State University Policy and Procedures

TEAM TRAVEL

**1-0402
GENERAL UNIVERSITY
JULY 2007**

Purpose

1.01

- A. To provide a framework for safe and efficient athletic team travel for the Oklahoma State University Department of Intercollegiate Athletics.
- B. To assign responsibility and accountability for enforcement.
- C. Where compliance with any of the specific requirements of this policy may not be capable of verification, such compliance shall nevertheless be considered an expectation of performance by the University.

2.01 Applicability

For purposes of this policy, athletic teams are defined as:

- Baseball
- Basketball, Women and Men's
- Equestrian
- Football
- Golf, Women and Men's
- Soccer
- Softball
- Tennis, Women and Men's
- Track (Indoor, Outdoor, Cross Country), Women and Men's
- Wrestling
- Mascots, Spirit Squad, Student Trainers, and/or Student Managers traveling as a part of a team listed above or any other such team as may be subsequently added to the OSU Intercollegiate Athletics Program.

3.01 Responsibility for Administration

- A. The OSU Director of Intercollegiate Athletics shall be responsible for overall administration of this policy and shall assign a member of the athletics staff to be responsible for compliance, oversight and necessary record keeping. The OSU Director of Intercollegiate Athletics or his/her designee shall provide a copy of this policy to every coach; provide training to every

coach; and maintain on file in the Athletic Department a signed certificate by each coach stating the coach has read and understands this policy.

B. The OSU Director of Intercollegiate Athletics or his/her designee shall have the responsibility to verify the type of vehicle recommended for use for athletic travel is in compliance with this policy. Coaches are responsible for developing their season travel plans, to include recommended vehicle types, and gaining written approval from the appropriate associate athletic director in advance of the season or subsequent schedule change. Coaches will consider the type of travel necessary to comply with the institutional policy on missed classes. Post-season travel shall be handled according to NCAA guidelines and approved by the OSU Director of Intercollegiate Athletics or his/her designee.

C. When aircraft are used under this policy, the captain (pilot in command) shall make the final decision whether to fly. However, in no case will the pilot fly if weather conditions do not meet the standards of his/her certification. The respective head coach may always overrule the pilot if he/she concludes that it is inappropriate to fly.

D. The OSU Director of Intercollegiate Athletics or his/her designee shall review and recommend revision, as deemed appropriate to this policy annually, in accordance with institutional guidelines on policy revisions. The OSU Director of Intercollegiate Athletics shall have the authority, to approve reasonable waivers, in writing, of the OSU Team Travel policy guidelines to allow travel in emergency situations. The Director shall place student-athlete welfare as the highest priority in any modification. All such waivers will be presented at the next scheduled Athletic Travel Task Force Committee meeting for review.

4.01 Accountability

Any coach or athletic staff member knowingly violating this policy will be suspended with or without pay until the OSU Director of Intercollegiate Athletics or his/her designee investigates the violation. Violations may result in disciplinary action or termination.

5.01 Supplemental Insurance

OSU will endeavor to procure and maintain in effect supplemental insurance that will provide an amount up to \$1 million, but not less than \$250,000 for travel connected to athletic competition and practice [in accordance with NCAA Bylaw 16.4.1-(b) or as amended]. Coverage per person will be in addition to any other coverages for student athletes, coaches, mascots, spirit squad, student trainers, student managers, and Athletic Department members.

Given the volatility in insurance markets, it may not always be reasonably possible to achieve these minimum coverages. If such coverage is not reasonably available, it shall be the responsibility of the University's Director of Risk Management, in consultation with the Athletic Director to achieve the next best coverage that is reasonably available.

6.01 Types of Vehicles Used for Team Travel and Requirements for Operation

General Requirement: Coaches, assistant coaches, student trainers, student managers, mascots and members of the spirit squad may drive vehicles used for team travel, if the specific requirements for the vehicle are met. Student athletes may not drive other athletes as a part of team travel. Drivers must be insurable. Drivers shall not use alcohol eight (8) hours prior to or during operation of motor vehicles.

The following types of vehicles shall be approved for athletic team travel under the conditions noted:

A. Automobiles/Minivans (Specific Requirements)

1. Drivers are required to obtain a certification in Precision Driving from an approved facility.
2. Drivers must be at least 21 years of age, have a valid and approved driver's license and be rested.
3. A qualified, paid driver, not a member of the travel party, must be used if traveling farther than 350 miles one-way, or if the trip is expected to extend later than 2:00 a.m., or overnight.

B. Twelve and Fifteen Passenger Vans (Specific Requirements)

1. Drivers are required to obtain a certification in Precision Driving from an approved facility in the type of vehicle they will be driving.
2. Drivers must be at least 21 years of age, have a valid and approved driver's license and be rested.
3. Drivers must submit to a health check as required by the license or, upon hiring, must pass a medical exam and pass an annual exam thereafter.
4. A qualified, paid driver, not a member of the travel party,

must be used if traveling farther than 350 miles one-way or if the trip is expected to extend later than 2:00 a.m., or overnight.

5. Only vans with a 155-inch wheelbase equipped with "E" rated radial tires, or equivalent, properly inflated will be allowed to transport teams greater than 100 miles from a point of departure. In cases when it is necessary to lease vans from a commercial vendor or when vans are provided as a courtesy, team travel is authorized even if the van does not meet the 155 inch/"E" criteria, but travel will be limited to 100 miles one way.

6. Twelve passenger vans shall be loaded with no more than eight passengers, with or without, equipment. Fifteen passenger vans shall be loaded with no more than ten passengers, with or without, equipment.

C. Fifteen Passenger Dual-Wheeled Mini-Buses (Specific Requirements)

1. Drivers are required to obtain a certification in Precision Driving from an approved facility in the type of vehicle they will be driving.

2. Drivers must be at least 21 years of age, have a valid and approved driver's license and be rested.

3. Drivers must submit to a health check as required by the license or, upon hiring, must pass a medical exam and pass an annual exam thereafter.

4. A qualified, paid driver, not a member of the travel party, must be used if traveling farther than 350 miles one-way or if the trip is expected to extend later than 2:00 a.m., or overnight.

5. Occupancy and load capacity must not exceed the manufacturer's suggested limits.

D. Buses (Specific Requirements)

1. When more than 20 passengers are part of the land travel party, a bus or mini-bus shall be used.

2. Buses may be used to transport to away venues, transport to hotels from airports, and transport from hotels to playing venues.

3. Approved buses for team transport are motor coach common carriers or institution leased, owned or operated over-the-road bus transports.

4. Drivers of buses must have a valid and approved Class B(P) Commercial Driver's License.

5. Drivers must submit to a health check as required by the license or, upon hiring, must pass a medical exam and pass an annual exam thereafter.

6. The designee shall continue to request on a semi-annual basis, written proof of compliance with Sections 6.01(d)(3), 6.01(d)(4), and 6.01(d)(5). Contracts with bus companies must contain an assurance that Sections 6.01(d)(3), 6.01(d)(4), and 6.01(d)(5) are still current. On an emergency basis, designee must obtain assurances orally and document. Oral verification is acceptable only when written verification is not reasonably obtainable. All such oral verifications will be presented at the next scheduled Athletic Travel Task Force Committee meeting for review

E. Mini-buses (defined as 16 – 30 passenger transports) (Specific Requirements)

1. When more than 15 passengers are part of the land travel party traveling in one vehicle and there is a travel requirement of more than 50 miles one-way, a bus or mini-bus shall be used.

2. Acceptable mini-buses shall be institution owned or commercially owned.

3. Driver must have a valid and approved Class B(P) Commercial Drivers License to operate a mini-bus for purposes of this policy.

4. Drivers must submit to a health check as required by the license or, upon hiring, must pass a medical exam and pass an annual exam thereafter.

F. Air Transportation

Commercial air carriers, charter, time-share and other aircraft may be used for the purposes stated and are subject to the provisions below:

1. Commercial Scheduled Carriers

Commercial carriers maintaining a 121 scheduled certificate are an acceptable means of travel for athletic teams and are not subject to 6.01.f.2). Tickets for commercial travel must be procured under the travel guidelines established by the State of Oklahoma.

2. Use of Aviation Consultant

All air travel, except the use of commercial carriers maintaining a 121 scheduled certificate, and Fractional Ownership aircraft approved by the aviation consultant at time of bid, and on an annual basis, (e.g., Flex Jet, Net Jets, and Raytheon Flight Options) shall be subject to the review of the institution's aviation consultant.

The University will, through competitive proposals, in-kind services, or a donation of professional services, retain an aviation consultant under written contract. Such individual or firm must have expertise in operations, safety and certification for the purpose of evaluating the certifications and safety records, of charter air carriers, time-share and other aircraft and will assure pilot certifications are in keeping with this policy. The aviation consultant will evaluate and assure insurance coverage consistent with this policy.

Prior to flying, the institutional aviation consultant must assure, through written or documented oral (minimum of date, time, person's name) verification, that charter companies, time-share companies, other aircraft and all pilots flying other aircraft meet the requirements of this policy. Oral verification is acceptable only when written verification is not reasonably obtainable. The aviation consultant shall maintain a qualified list of time-share and other aircraft for possible use.

The institutional aviation consultant shall have final approving authority for approving a firm/aircraft for purposes of this policy.

3. General Requirements for Charter, Time-Share, and Other Aircraft

a) Insurance

Aircraft owners/operators shall furnish proof of insurance in advance. Liability insurance should be at least \$25 million for light turboprop aircraft, \$50 million for light jet aircraft, and a minimum of \$3 million per seat for Commercial airlines. Given the volatility in the insurance market, it may not always be possible to achieve these minimum coverages in the marketplace. If it becomes necessary to establish limits in keeping with current industry standards, it shall be the responsibility of the University's aviation consultant to recommend acceptable limits.

b) Pilots

Two pilots will be required for all OSU travel involving student athletes. Pilots for small aircraft (maximum gross weight of 12,500 lbs or less), whether charter, time-share or other shall have, as a minimum:

1) Captain

- Airline Transport Pilot (ATP) rating with current first class medical.
- Type rating in aircraft to be used for team travel.
 - Training in the aircraft type to be used at Flight Safety International, Simuflite Training International, or equivalent aircraft manufacturer's training within the past 12 months.
- Be employed as a full-time pilot.
- 2000 hours total flying time.
- 200 hours total flying time in the aircraft

type to be used.

- 20 hours flying time in the past 90 days in the aircraft type to be used.
- Three instrument approaches and three night landings in the previous 90 days.

2) Copilot

- Commercial Pilot Certificate with current second class medical with multi-engine and instrument ratings.
- Training in the aircraft type to be used at Flight Safety International, Simuflite Training International, or equivalent aircraft manufacturer's training within the past 12 months.
- 1500 hours total flying time.
- 100 hours total flying time in the aircraft type to be used.
- 10 hours flying time in the past 90 days in the aircraft type to be used.
- Three instrument approaches and three night landings in the previous 90 days.

3) Additional Pilot Requirements (Single Pilot Aircraft)

- Captain shall comply with all pertinent 6.01 f. 3) b) (1) requirements and possess a Single Pilot CFR 135 Type-Rating in the aircraft type to be used.
- Copilot shall be type-rated in the aircraft type to be used and must occupy the copilot's seat as a required crew member during all aircraft movements.

c) Maintenance

- 1) Inspection and maintenance must be performed by an appropriately rated FAA certified repair station, the manufacturer or a

manufacturer authorized service center (no Aircraft and Powerplant Mechanic signoffs).

2) Maintenance personnel (or at least the person signing the logbooks) must be appropriately rated and be trained to maintain the aircraft type to be used by either Flight Safety International or Simuflite Training International within the previous five years.

3) Charter aircraft used according to this policy must be maintained under the appropriate FAA operations specifications.

d) Operation

1) On all light turboprop and light jet aircraft, weight and balance computations using average passenger weights are prohibited. A weight and balance form must be completed for each flight using actual weight figures for passengers (no quick weight and balance using normal passenger weights).

2) No over-weight or out of center of gravity operation shall be allowed.

3) No aircraft may depart into forecast hazardous weather conditions, such as severe icing, thunderstorms or severe turbulence or wind shear.

4) No circling instrument approaches shall be authorized with ceilings less than 1,000 feet and at least three miles visibility.

5) All flights shall be conducted on an instrument flight plan.

6) No passengers may enter the cockpit or distract pilots when the aircraft is below 10,000 feet on takeoff or landing operations.

7) Aircraft should be hangared whenever possible during inclement weather.

8) No aircraft used for team transportation may be piloted by a team member.

9) All flight operations must be conducted in accordance with all relevant FAA regulations or insurance requirements, whichever is stricter.

4) Charter Services (Specific Requirements)

a) All charter services procured shall be subject to Board of Regents for the Oklahoma Agricultural and Mechanical Colleges Rule OAC 30:10-1-2. Uniform and integrated purchasing and contracting.

b) Every charter company used must have and demonstrate evidence of a current air carrier certificate under FAA Part 135 or 121.

c) The OSU institutional aviation consultant shall assure the OSU Director of Intercollegiate Athletics or his/her designee that written or documented oral (minimum of date, time, person's name) verification has been received for all charter flights from the FAA Flight Standards District Office (FSDO) that an Air Carrier Operating Certificate has been filed and is being maintained in good standing. Oral verification is acceptable only when written verification is not reasonably obtainable.

5) Time-share aircraft is authorized if an individual sport budget is sufficient to pay any applicable and operational costs and if any of the conditions below apply:

a) Time is available to the Athletic Department in the time-share pool, either owned by the University, corporate or an individual ownership.

b) Such use will facilitate travel and keep student athletes from missing excessive class time.

c) It will facilitate the recruiting image or funding efforts of the department.

d) Commercial or charter services cannot otherwise accommodate the necessary schedule.

6) Other Aircraft (Specific Requirements)

Other aircraft are an acceptable means of travel for coaches and professional athletic department staff, based on personal election. Student athletes and teams shall not be permitted to travel on such other aircraft, except that in special circumstances if three or fewer athletes are needed for official business of the department, such student athletes may accompany a coach on other aircraft if written parental/guardian consent has been received for any athlete less than 21 years of age and provided all requirements in Section 6.01 f 3 "General Requirements for Charter, Time-Share and Other Aircraft" and the specific requirements below have been met. Coaches, professional athletic department staff or student athletes may decline to travel on such other aircraft, in which case accommodating transportation (within the framework of this policy) will be provided.

a) Other Aircraft

(1) The aircraft are powered by two or more turbine engines.

(2) The aircraft are certified for flight into known icing conditions.

(3) The aircraft otherwise meets all FAA and insurance requirements of OSU's travel policy (whichever are most strict).

b) Other Aircraft Approval

The institutional aviation consultant must approve in writing the use of aircraft prior to travel (See Section 6.01 f 2).

c) Other Aircraft Documentation

Before any aircraft is approved for use, the owner/operator shall provide and the institutional aviation consultant shall evaluate and approve in writing the compliance of the following:

(1) Proof of insurance with required minimums.

(2) Documentation showing the maintenance plan under which the aircraft operates complies with the requirements of this policy.

(3) Pilot experience and training documents showing qualifications meeting or exceeding the requirements of this policy.

(4) Documents showing the aircraft payload capabilities for use in trip planning.

Approved: OSU Board of Regents, April 26, 2002

Modified and Approved: OSU Board of Regents, April 23, 2004

Modified and Approved OSU Board of Regents, July 27, 2007