MUSKINGUM UNIVERSITY POLICY ON TRANSPORTATION

For purposes of this policy, student activities for which Muskingum University provides transportation are considered to be either, "mandated" or "supported".

A University-mandated activity is one in which a student is required to participate, by Muskingum University, in order to sustain membership in a student activity group or to receive academic credit.

A University-supported activity is one in which a Muskingum University faculty/staff member has organized, and participates in, such activity, but there is no requirement of student participation in order to remain a part of such group or to receive academic credit.

Recognizing that no policy statement can cover all potential situations which may arise, waivers to any of the provisions contained within this policy statement may be approved by any two Vice Presidents or the President.

Muskingum University Policy on Transportation for University-Mandated Activities

1) In the winter months, University-mandated activities that anticipate traveling away from campus more than 70 miles with a party of more than 10 adults should plan and budget for travel by commercial bus or mini-bus and driver.

2) University-mandated activities traveling in the Fall and Spring will travel by vans (either University-owned or rented) unless that activity meets one or more of the following criteria or special arrangements have been made, in which case travel may be by commercial bus/mini-bus:
   A. The activity would require more than three vans to transport, that is, the travel party is 31 or more adults or must carry equipment in such a way that even fewer individuals would require more than three vans to transport.
   B. The activity will be traveling more than 100 miles from the campus and the travel party consists of more than 10 adults.

3) If a travel party consists of fewer than 10 adults, busing will not normally be approved.

4) In the event of inclement weather and acting on the advice of the State Highway Patrol on whether travel should be undertaken, busing for a travel party of more than 10 adults may be substituted for the use of vans with the approval of the appropriate vice president or designee.
   A. University-mandated activities planning to travel may be prohibited from departing campus by the appropriate vice president or designee because of hazardous weather, the threat thereof, or other circumstances after consultation with the State Highway Patrol or other appropriate authority.

5) The University faculty/staff member in charge of a travel party at an away activity will have the prerogative to keep the party at an away site if inclement weather arrives after that activity has begun and travel back to campus is deemed hazardous by the State Highway
Patrol, after consultation with the relevant vice president or designee.

6) When using University-owned or rented vehicles, the University faculty/staff member in charge of the travel party is responsible for ensuring that all actual or prospective drivers have a proper driver’s license, identification, and insurance, and have received the appropriate training from the Campus Police.

7) For purposes of this policy, winter months are defined as November 15 through March 31.

Muskingum University Policy on Transportation for University-Supported Activities

The decision to use, or not use, University-owned or rented vehicles for University-supported activities may be made by the University faculty/staff member in charge of the activity. If University-owned or rented vehicles are used, all provisions of the section regarding University-mandated activities will apply. In the event that the University faculty/staff member in charge of the activity elects not to utilize University-owned or rented vehicles, all students must be made aware that Muskingum University's insurance does not extend to them.

Students experiencing student teaching as a part of their educational program are expected to provide their own transportation away from campus. As such, they are responsible for complying with all laws of the State of Ohio governing the use and insuring of a motor vehicle. As in all cases of personal vehicular use, Muskingum University insurance is not extended to the student or his/her vehicle.

All University students and employees must comply with the Muskingum University Vehicle Usage Procedure Manual when utilizing University owned rented or leased vehicles. All students using non-University owned vehicles must sign the appropriate waiver of liability release form.