

## Driver Release

Anyone driving a vehicle (personal or rented) for a student organization, individual student travel, or university sponsored group travel must sign this release and include the following:

- A Copy of your current proof of automobile insurance for the vehicle listed below.
- A Copy of your driver's license.
- If renting vehicle utilizing TAMUCC funds: Personal Accident Insurance (PAI) must be purchased for student passengers.

Return this release with the rest of the travel paperwork (Trip Itinerary, List of Travelers, Waiver of Liability and Emergency) Information to the sponsoring department.

### Driving Guidelines

In order to ensure the safety of your passengers, TAMUCC Student Activities/Recreational Sports and the Travel Department have developed the following guidelines for student drivers:

1. Drivers and passengers must act responsibly and use sound judgment when traveling.
2. As listed in University Rule 13.04.99.C1, *Student Travel*, only 9 occupants, including the driver, may ride in 15-passenger vans. Drivers and passengers must wear seat belts at all times. The number of occupant in the vehicle must not exceed the number of seat belts.
3. Drivers must have a valid driver's license. Vehicles must have all insurance coverage as mandated by the State of Texas, and copies should be provided as verification.
4. Drivers must obey all traffic laws and regulations, including posted speed limits.
5. Drivers must not drive under the influence of alcohol or illegal drugs or transport or possess alcoholic beverages, illegal drugs, unauthorized firearms, or other types of weapons.
6. Drivers must ensure that the vehicle manufacturer's recommended load capacity is not exceeded. (See owner-operating manual for specific instructions.)
7. Drivers are encouraged to follow the safe driving practices provided below:
  - (a) Begin the trip well rested.
  - (b) Plan routes in advance.
  - (c) Carpool and caravan when possible.
  - (d) Divide the trip into segments, stopping for rest as necessary.
  - (e) Establish a reasonable departure and arrival time.
  - (f) Whenever possible on extended trips, have at least one other approved driver.
  - (g) Avoid driving when conditions are hazardous.
  - (h) Be prepared to stop the trip and check into a motel when fatigue or travel conditions warrant.
8. If an individual who has been approved to drive a University vehicle has restrictions added or endorsements removed from his/her driver's license, that individual must report the change to the sponsoring organization or department.

### Driver/Vehicle Information

Driver's Name: \_\_\_\_\_ Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Is this a personal or rental vehicle? \_\_\_\_\_ (If rental, indicate N/A for the following required information:)

Make & Model of Vehicle: \_\_\_\_\_ Color: \_\_\_\_\_ License Plate #: \_\_\_\_\_

- As a driver, I understand that my own automobile insurance may be responsible for payment of injuries, hospital bills, damage, etc. in the event of an accident.
- As a driver, I will follow all guidelines listed above in order to ensure the safety of my passengers.

**I certify, to the best of my knowledge, all the information provided above is true and correct. I also understand that my failure to complete the required travel paperwork may result in further disciplinary action.**

\_\_\_\_\_  
Printed Name and Signature of Driver

\_\_\_\_\_  
Date