

How To: Travel With Your RSO

- Make an educated choice on the **most effective way to go off-campus** with your club or organization
- Understand and prepare for the **additional costs** associated with travel
- React appropriately and within UVM policies to **emergency situations** that may arise during travel

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Travel Modes

- How will you get there?

DRIVING

PERSONAL VEHICLE

- Any individual transporting UVM students **must** be an authorized driver who has achieved authorization (also referred to as “training” or “certification”) through the Department of Risk Management
- [Click here to learn more about Driver Certification](#) (clickable link to Risk Management website)
- Any individual transporting UVM students for an RSO-related activity **must also** submit a Personal Vehicle Driver Agreement form on UVM Clubs
 - Search the title of the form on [UVM Clubs, linked here](#), to access the form currently accepting submissions.

DRIVING (continued)

EXTERNAL (3rd Party) VENDOR VEHICLE

Highly recommended over SGA vehicles

- Hertz & Enterprise – contracted suppliers (discount!)
- RENT THROUGH THE SPREADSHEET (more on this in the Fine Print)
- Must be UVM Certified-driver
- Cannot tow with external vehicles
- [FINE PRINT](#) (clickable link to slide)

SGA VEHICLE

Cheaper & older than external vehicles

- 12-passenger van or 5-passenger pick-up truck, each with towing*
 - *Must have completed towing training
- Only **one vehicle** per trip, per rental period
- Must be UVM Certified-driver
- High demand on weekends
- [FINE PRINT](#) (clickable link to slide)

CHARTERED BUS

FIRST STUDENT (SCHOOL BUS)

- Spending request – **purchase order**
- RENT THROUGH THE SPREADSHEET (more on this in the Fine Print)
- Fuel cost rolled into overall fee

LAMOILLE VALLEY (COACH BUS)

- Spending request – **purchase order**
- RENT THROUGH THE SPREADSHEET (more on this in the Fine Print)
- Fuel cost rolled into overall fee

FLYING

AIRLINES

- Spending request – **credit card**
 - [Learn more about costs associated with flights on this slide.](#)
- Commonly used airlines:
 - United
 - Delta
 - American
- Best option for distances over 1000 miles from campus
- [Use this spreadsheet](#) (link opens an .xlsx file) to gather information from participants

PUBLIC TRANSPORTATION

OPTIONS:

- Amtrak – train service
- Greyhound – bus service
- Spending request – **credit card**
- Cost-effective option for getting many people across distances over 1000 miles from campus

Costs!

- What do you need to buy now?
- What will you buy later?

RENTING VEHICLES

- **Hertz & Enterprise** vehicle rental **must** be paid with a Purchase Order (P.O.)
- Pay for **fuel** with a Fleet Card (a.k.a. SGA Gas Card) – [learn more on SGA Vehicle Rental Website](#)
- If you do not return the Hertz/Enterprise vehicle with a full tank of gas, the vendor will charge you at a higher \$ amount/gallon than market rate
- Any **tolls** you go through in a Hertz or Enterprise vehicle will need to be paid separately
- **SGA vehicle rental** gets charged to your 130 or 131 account (indicate in rental request form)
- Pay for **fuel** with a Fleet Card (a.k.a. SGA Gas Card) – [learn more on SGA Vehicle Rental Website](#)
- If you will travel through **tolls**, indicate that you will need an SGA EZPass (assigned to SGA license plates, not available for personal/external vehicles)
 - Charged to your 131 account(?)

AIRLINES & PUBLIC TRANSPORTATION

- Tickets!
 - Spending request – **credit card**
 - Purchase directly from airline or train/bus service, **not** Expedia
 - Group airline tickets into transactions **under \$4,999**
- Buy checked luggage at the same time as tickets, if applicable
- **Cannot** pay for travel insurance
- May need to pay for parking at airport or train/bus station
- May need to rent a vehicle at your destination airport/station – use the same External Vendor reservation process!

Fine Print

- Details you need to know!

EXTERNAL VENDORS & CHARTERED BUSES

- When renting from Hertz, Enterprise, or a Chartered Bus, submit a spending request for **Purchase Order**
- ***See next slide for reservation procedure***
- Once you have a reservation:
 - **For each trip**, please email: Grace.Peterson@uvm.edu (for Club Sports); or sgapayments@uvm.edu (all other RSOs) at least **two weeks prior** to each trip.
 - Include:
 - Names of certified drivers
 - Dates of travel
 - Destinations
 - Reservation/confirmation number

RESERVATION PROCEDURE: External Vendors & Chartered Buses

1. [Follow this link to UVM's Purchasing & Contracts webpage](#)
2. Find the link called "UVM Contracted Suppliers (Excel)"
3. Download the .xlsx file (you'll need your NetID and password)
4. Enable editing
5. Sort the Commodity Group column to meet your needs (Charter bus – Coach style or school bus; Automobile rentals; Automobile rentals – no 12 passenger vans)
6. In the "Supplier Name" column, make sure to click the link that starts with "For Purchase Order"
 - The links on this spreadsheet are frequently updated, so it is best to use the link from the spreadsheet every time you make a reservation.
 - Make online reservations using **only** the links provided in the spreadsheet, as these links are preloaded with discount and UVM account information.

SGA VEHICLES

- Review information on [Vehicle Rentals webpage on SGA website](#) (clickable link to webpage)
- Rental request form must be submitted & approved **before** key pick-up
- Pick up key & binder from SGA Office within 24 hours of departure (by 3:30 on Fridays for Saturday/Sunday departure)
- Parked on the lowest level of Gutterson Garage (see signs)
- **MUST** return to Gutterson with a **FULL** tank of gas
- **ALWAYS** remove trash and/or personal belongings from vehicle after trip
- Return keys to SGA Office or drop-box within 24 business hours of returning
- [Report any issues to uvmsga@uvm.edu](mailto:uvmsga@uvm.edu) (clickable link to send email)

IN CASE OF ACCIDENT OR EMERGENCY

IN CASE OF INJURY, CALL 911

PHYSICAL INJURY

CLUB SPORTS

- Send someone to get First Aid Kit & AED
- If someone with First Aid and/or CPR certification is present, administer; if not, stay with injured party until help arrives
- If injured party is transported to hospital, call Ana Sola (612-481-7996) – if unavailable, call Lina Balcom (802-922-6097)
- Complete Club Sports Accident Report within 48 hours

ALL OTHER RSOs

- Send someone to get First Aid Kit & AED
- If someone with First Aid and/or CPR certification is present, administer; if not, stay with injured party until help arrives
- If injured party is transported to hospital, call Ana Sola (612-481-7996) – if unavailable, call Lina Balcom (802-922-6097)
- Complete RSO Accident Report within 48 hours

VEHICLE ACCIDENT PROCEDURE

REPORTING AN ACCIDENT

- Responsible driver must immediately report any accident, theft, or vandalism involving vehicle to local police (local to the location of incident), UVM Risk Management, and SGA
- All reports must be completed in a timely fashion.
- Driver must obtain name and insurance information of any involved drivers and witnesses.
- **IF AN ACCIDENT OCCURS, DO NOT ADMIT LIABILITY!**

CONTACT INFORMATION

- UVM Campus Police: call **802-656-3473**
- Risk Management: call **802-656-3242**
- SGA: email **uvmsga@uvm.edu**

VEHICLE RENTAL NON-EMERGENCY INCIDENT PROCEDURES

WHAT IS A NON-EMERGENCY?

Issues including, but not limited to:

- Flat tire
- Dead battery
- Keys locked in the van
- Breakdown

VEHICLE TYPE	LOCATION & TIMES	WHO TO CALL
SGA Vehicle	On Campus during business hours	Transportation & Parking Services: (802) 656-8686
SGA Vehicle	On Campus outside of business hours	Campus Security: (802) 656-3473
SGA Vehicle	Off-Campus	Local tow company and: - (Club Sports) Grace Peterson: (508) 360-2045 or - (All other RSOs) Ana Sola: (612) 481-7996
3 rd Party Rental Vehicle	Anywhere at any time	Vehicle rental company

Questions?

Email uvmsga@uvm.edu with any questions about traveling with your RSO.