

# Oklahoma State University Policy and Procedures

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| <b>TEAM TRAVEL</b> | <b>1-0402<br/>GENERAL UNIVERSITY<br/>August 2020</b> |
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## **PURPOSE**

- 1.01 The purpose of this policy is:
- 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.

## **Applicability**

- 2.01 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.

## **Responsibility for Administration**

- 3.01
- A. The OSU Vice President and Director of Intercollegiate Athletics (VPATH) 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 VPATH 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. Post-season travel shall be handled according to NCAA guidelines and approved by the VPATH 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 Vice President and 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 VPATH shall have the authority to approve reasonable waivers, in writing, of the OSU Team Travel policy guidelines to allow travel in emergency situations. The VPATH shall place student-athlete welfare as the highest priority in any modification. All such waivers will be presented to the OSU President for review.

### **Accountability**

4.01 Violations to this policy may result in disciplinary action or termination.

### **Supplemental Insurance**

5.01 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 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 Chief Risk Officer, in consultation with the VPATH or his/her designee to achieve the next best coverage that is reasonably available.

### **Travel by Motor Vehicle**

6.01 From time to time Athletic Teams may travel by passenger vehicles on University sponsored functions with the following restrictions:

- A. Each driver must have a valid and approved driver's license for the type vehicle being operated and be rested.
- B. Each driver must be insurable.
- C. Driver Minimum Age Requirements
  - Auto/Minivan/Pickup - 18 years old
  - 12-15 passenger vans - 21 years old and must obtain a certification in Precision Driving from an approved facility in the type of vehicle they will be driving.
- D. Occupants of motor vehicles should use seat belts or other approved safety restraint devices required by law or regulation at all times when the vehicle is in operation.

- E. Drivers shall not drive impaired as defined by the laws of the State of Oklahoma and shall not use alcohol within eight (8) hours prior to or during operation of motor vehicles.
- F. The total number of passengers may not exceed the number of seatbelts available.
- G. The maximum number of hours a driver may drive is ten (10) hours (including fuel and rest stops) following at least eight (8) consecutive hours of sleep/rest.
- H. Physical damage to a privately-owned vehicle would be the responsibility of the owner or owner's insurance; but, if a vehicle owner is using his/her own vehicle for official University business, and is acting within the scope of his/her employment, the Oklahoma Governmental Tort Claims Act would provide primary coverage for liability purposes.

### **Travel by Commercial Motor Vehicle**

7.01 From time to time team travel may occur in commercial motor vehicles, as defined in Federal Motor Carrier Safety Administration (FMCSA) Regulation Section 383.5 with the following restrictions:

- A. Each driver must hold a valid and approved commercial driver's license specific to the class of vehicle under operation.
- B. All applicable requirements of the FMCSA Regulations Parts 392 and 395 for passenger-carrying vehicles must be met.
- C. Each driver must be insurable.
- D. Occupants of commercial motor vehicles should use seat belts or other approved safety restraint devices to the extent required by law or regulation at all times when the vehicle is in operation.
- E. Drivers shall not drive impaired as defined by the laws of the State of Oklahoma and shall not use alcohol eight (8) hours prior to or during operation of motor vehicle.
- F. VPATH or designee will be responsible for checking the U.S. Department of Transportation's SAFER, <https://safer.fmcsa.dot.gov/> website on a semi-annual basis to verify carriers have appropriate safety rating.

### **Air Transportation**

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

- A. Commercial Scheduled Carriers – Commercial carriers maintaining a 121 scheduled certificate are an acceptable means of travel for athletic teams and are not subject to

8.01 B. Tickets for commercial travel must be procured under the travel guidelines established by the State of Oklahoma.

- B. 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, AirShare, Flight Works) 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.

- C. General Requirements for Charter, University owned, Time-Share, and Other Aircraft
1. 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.
  2. Aircraft must be turbine-powered.
  3. Pilots – Two pilots will be required for all OSU travel involving student athletes. Pilots for charter, time-share, University owned, or other shall have, as a minimum:
    - a. Pilot in Command:
      - Airline Transport Pilot (ATP) certificate
      - Current and appropriate Medical Certificate
      - Instrument rated
      - Current and qualified in aircraft type as provided in FAR 61.57

- 2,000 hours as Pilot in Command
  - Minimum 200 hours in aircraft type
  - Be employed as a full-time pilot.
- b. Copilot shall meet all FAA FAR requirements to be second in command of the aircraft type.
4. Maintenance
- a. 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).
- b. Maintenance personnel (or at least the person signing the logbooks) must be appropriately rated and be trained to maintain the aircraft type.
- c. Charter aircraft used according to this policy must be maintained under the appropriate FAA operations specifications.
5. Operation
- a. 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).
- b. No over-weight or out of center of gravity operation shall be allowed.
- c. No aircraft may depart into forecast hazardous weather conditions, such as severe icing, thunderstorms or severe turbulence or wind shear.
- d. No circling instrument approaches shall be authorized with ceilings less than 1,000 feet and at least three miles visibility.
- e. All flights shall be conducted on an instrument flight plan.
- f. No passengers may enter the cockpit or distract pilots when the aircraft is below 10,000 feet on takeoff or landing operations.
- g. Aircraft should be hangared whenever possible during inclement weather.
- h. No aircraft used for team transportation may be piloted by a team member.
- i. All flight operations must be conducted in accordance with all relevant FAA regulations or insurance requirements, whichever is stricter.

D. Charter Services (Specific Requirements)

1. All charter services procured shall be subject to Board of Regents for the Oklahoma Agricultural and Mechanical Colleges Rule OAC 2.07, Uniform and integrated purchasing and contracting.
  2. Every charter company used must have and demonstrate evidence of a current air carrier certificate under FAA Part 135 or 121.
  3. The OSU institutional aviation consultant shall assure the OSU Vice President and 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.
- E. Time-share aircraft (Specific Requirements)
1. 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.
- F. Other Aircraft (Specific Requirements)
- Student athletes and teams shall not be permitted to travel on such other aircraft, except that in special circumstances for official business of the department, such student athletes may accompany a coach and/or staff member 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 8.01 C, "General Requirements for Charter, University owned, Time-Share and Other Aircraft", and the specific requirements below have been met. Student athletes may decline to travel on such other aircraft, in which case accommodating transportation (within the framework of this policy) will be provided.
1. Other Aircraft
    - a. The aircraft are powered by two or more turbine engines.
    - b. The aircraft are certified for flight into known icing conditions.
    - c. The aircraft otherwise meets all FAA and insurance requirements of OSU's travel policy (whichever are most strict).

2. Other Aircraft Approval

The institutional aviation consultant must approve in writing the use of aircraft prior to travel (See Section 8.01 B).

3. 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:

- a. Proof of insurance with required minimums.
- b. Documentation showing the maintenance plan under which the aircraft operates complies with the requirements of this policy.
- c. Pilot experience and training documents showing qualifications meeting or exceeding the requirements of this policy.
- d. Documents showing the aircraft payload capabilities for use in trip planning.

9.01 Any employee who becomes aware of a violation of this policy shall report the violation directly to the Vice President for Administration and Finance or through EthicsPoint by completing the internet form or by calling the toll-free hotline number, 866-294-8692.

Revised:

April 2004

July 2007

March 2015

August 2020

Approved:

Board of Regents, April 2002

Board of Regents, April 2004

Board of Regents, July 2007

Board of Regents, March 2015

E-Team, October 2020