The following travel safety guidelines have been developed by the University to help ensure the safety of faculty, staff and students:

1. Drivers are expected to comply with all applicable traffic laws and regulations.

2. All occupants are expected to wear seat belts when the vehicle is in motion.

3. All occupants should remain seated when the vehicle is in motion.

4. The following activities are PROHIBITED for drivers while driving:
   a. Driving while under the influence of impairing drugs or alcohol
   b. Using radar/laser detection devices
   c. Using headphones or earphones
   d. Using a cell phone

5. Loading of the vehicle should be done in accordance with the vehicle manufacturer’s recommendation.

6. Drivers must maintain a safety kit (first aid kit, fire extinguisher, flashlight, and map) in the vehicle during the trip. Safety kits may be obtained from the University’s Environmental Health and Safety Department or Department of Public Safety.

7. Drivers must carry a cellular phone on the trip in case of emergency. Cell phones may be obtained from the University’s Telecommunications Department.

8. Trips should be planned in accordance with the following restrictions:
   a. The maximum number of consecutive hours that a driver may drive is 4 and then must take a rest period of at least 4 hours. The maximum number of hours a driver may drive in any calendar day is 8, subject to a weekly maximum of 48 hours.
   b. The maximum number of hours a passenger car or van may be driven during any calendar day is 12 hours.

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