

DRIVING GUIDELINES

STUDENT ORGANIZATION SPONSORED ACTIVITIES

1. Cars and vans should travel in a caravan.
2. Do not tailgate. When driving 55 mph, maintain at least six car lengths between you and the vehicle Ahead of you. Make allowances for road conditions. .
3. If the lead vehicle would happen to miss a turn, the remaining cars should follow. Everyone then should correct the error together.
4. If one vehicle needs to stop, signal the vehicle ahead of you by flashing your lights and honking.
5. Observe all speed limits.
6. Use signal lights when making a turn (200 ft. before turn).
7. When Motor Pool vehicles are used by your group, a "Vehicle use Authorization" card must be signed by a staff member and turned in when you pick up your vehicle, Return your vehicle to parking area after you have returned from the trip. Return your keys, credit cards and all duplicate copies of credit card charges to the Business office in Mosler Hall, for after hours drop off contact Public Safety at 785-3222.
8. Unauthorized passengers are not to be transported in University vehicles.
9. Remove all personal belongings and trash from the vehicle.
10. Do not stop to conduct personal business while on trips.
11. Stick to the itinerary route unless in an emergency.
12. Use the credit card supplied by Motor Pool in case additional gasoline, motor oil, or minor service is required.
13. When renting from MU Oxford, Repairs under \$25 should be charged if possible. If you must use cash, obtain a receipt. For repairs over \$25, call the Motor Pool Office (513-529-6786) for assistance or advice on what to do. If you need to call after 5:00 p.m., call Public Safety (513-529-2222) (Hamilton Public Safety 513-785-3222).
14. In case of accident, it is the driver's responsibility to obtain proper information at the scene of the accident and to make sure that an accident report is made out by the appropriate police authority. Do not admit any blame. If the accident is investigated by officers other than those from Public Safety, inform Public Safety as soon as possible.
15. All Miami University vehicles have an accident reporting kit in the glove compartment. Become familiar with this information in the event it is needed.

Important Phone Numbers:

Department of Public Safety	513-785-3222
Business Office	513-785-3205
Motor Pool (Oxford)	513-529-6786 or 513-529-2222
Office of Student Activities	513-785-1892
Office of Student Services	513-785-3211

**DRIVER CLEARANCE FORM
STUDENT ORGANIZATION SPONSORED ACTIVITIES**

The following form should be filled out by all drivers on Student Organization Sponsored Trips. Upon review of the information provided, the trip coordinator will make the judgment to eliminate unsafe drivers.

Activity: _____ Date Form Submitted _____
 Name: . _____ Year in
 School _____
 School Address: _____ Phone: _____
 Home Address: _____ Phone: _____
 Are you driving a University Vehicle: Yes No
 If you are driving a personal vehicle: Yes No
 Year and Make of Auto _____
 Owner of Auto _____

INSURANCE CARRIED ON AUTO:

Bodily Injury Liability: Each Person _____ Each Occurrence _____

Property' Damage Liability: _____

Collision: Yes No

List of citations for moving violations and other vehicle-related offenses:

Date	Violation:	Penalty, if any
_____	_____	_____
_____	_____	_____
_____	_____	_____

List of vehicular accidents in which I have been involved in last three years: Accident

Date	Accident	Penalty, if any
_____	_____	_____
_____	_____	_____
_____	_____	_____

DRIVER'S STATEMENT:

All of the information supplied above is accurate to the best of my knowledge. I understand the responsibilities that attend driving fellow participants and I to take part in an activity. I pledge to exercise appropriate care and prudence in my driving and to obey all traffic laws in order to assure the safety of myself and my passengers.

SIGNATURE: _____

DATE: _____

Please file this form with the Office of Student Activities, 122 Schwarm Hall