

# MSOE Student Travel Guidelines

Student organizations, club sports, or student competition teams that are traveling within and/or outside of the Milwaukee area are required to do the following:

## **\*\* Notification:**

- **Contact Email:** Organizers need to send an email notifying Student Life with all related trip details prior to departing on their trip. It is recommended that this information be provided at least two weeks prior to departure.

- a. city traveling to
- b. hotel information
- c. names of those attending/traveling
- d. contact phone numbers for group (*minimum the drivers*)
- e. dates of travel
- f. mode of transportation

This travel details email goes to Student Life in care of Nick Seidler ([Seidler@msoe.edu](mailto:Seidler@msoe.edu)) who in turn will notify Public Safety, Residence Halls, Athletics, Kern Center, and EHS. Groups should copy this to your own group members, coaches, parents, and advisors. Groups are encouraged to carry with them various university contact names and phone numbers (*advisor, dept director, public safety, student life, athletics for example*).

- **Mode of Transportation:** All drivers are strongly encouraged to drive MSOE vehicles when possible. It is recommended that drivers attempt to use vehicles as they are available according to the following order:

- a. MSOE vans (*with authorized/trained drivers...limit of 10 passengers total*)
- b. MSOE mini-bus (*requires that the driver have a CDL license*)
- c. Privately operated coach buses (*for larger groups*)
- d. Privately owned personal cars or vans (*vehicles should be in good operating condition, be mechanically sound, carry proper insurance levels, and should carry no more passengers than the number of seat belts*)

- **Passenger Responsibility:** Student passengers, prior to riding in a vehicle (*University or privately-owned*), should be aware of their designated driver's driving record/history, insurance levels, vehicle condition, and travel plans (*trip route*) prior to departure and share said information with their emergency contacts.

- **Fund Disbursements:** Any trip or event that is being paid for by MSOE funds and is costing more than \$500 will need to have pre-funding approval from their org advisor, sponsoring department director/chair, and then their reporting line Vice-president prior to proceeding.