

Ohio State University Extension Transportation Policies Web Page

- A. Use of Personal Vehicle (see OSU Extension policy)
[will include link]
- B. Use of OSU Extension owned Vehicle (see OSU Extension policy)
[will include link]
- C. Use of OSU Motorpool Vehicle (see OSU T&P policy)
[will include link]
- D. Use of Charter Bus (see OSU policy, page 4 and 7)
[will include link]

Note: In all cases, when transporting or coordinating the transportation of a minor, please use the “Waiver and Permission to Transport Child/Charge” form. [will include link]

Ohio State University Extension Transportation Policy & Procedures

Use of Personal Vehicle

I. Policy

Ohio State University Extension employees (“Extension professionals”) are not required to coordinate transportation for non-employee third parties (“clientele”) or to transport clientele in personal vehicles. It is appropriate for Extension professionals to inform clientele that they are responsible for making their own travel/transportation arrangements.

From time to time, an Extension professional may determine that for legitimate educational/business purposes it would be appropriate to transport clientele in a personal vehicle or to coordinate transportation for clientele. When such situations arise, the Extension professional must follow the procedures outlined below.

II. Procedures

A. Transporting Clientele in Personal Vehicles

Before transporting clientele in a personal vehicle, the Extension professional must do each of the following:

- Ensure that a current, valid copy of his/her driver’s license and proof of insurance are filed with the appropriate Extension office in a locked and secure location.
- Notify his/her personal insurance carrier that a personal vehicle will be used for business purposes to transport non-employee third parties. An Extension professional’s personal insurance may be the only source to cover expenses in the event of an accident or other mishap.
- Ensure that there is documentation of transporting clientele for legitimate educational/business purposes (i.e., note on personal work calendar). In the event of an emergency, it is recommended that employees note this on their calendar after the fact, as well as include in other documentation that may be required as part of the emergency situation.

B. Coordinating Transportation

Before coordinating transportation for clientele (not including charter bus), the Extension professional must do each of the following:

- Ensure that a current, valid copy of each driver’s license and proof of insurance are filed with the appropriate Extension office in the volunteers’ personnel file that is locked and secure.

- Encourage each driver to notify his/her personal insurance carrier of the intended use of their personal vehicle and inform each driver that their personal insurance may be the only source to cover expenses in the event of an accident or other mishap.
- If an emergency situation arises that requires the coordination of travel, it is recommended that the Extension professional request proof of insurance and a valid drivers license, if time permits. Extension professional should document the emergency situation that required transportation.

C. Transporting Minors

In addition, before transporting any minor, the Extension professional must do the following:

- Obtain the signature of the minor's parents/guardians on the attached form entitled "Waiver and Permission to Transport Child/Charge."

For the protection of all involved (adults and youth), it is strongly recommended that more than one adult be in a vehicle when transporting youth. Consistent with Ohio State University Extension policy, an adult shall never intentionally place themselves in a one-on-one situation with a minor.

OSU Extension Vehicle Use Policy

1. Vehicles are for official Extension business only.
2. Only Ohio State University faculty, staff, and selected student employees are permitted to drive Extension vehicles. All drivers must be registered prior to driving vehicles. Registration forms are available from the OSU Extension Business Office, Regional Directors Office, or Regional Extension Center.
3. Drivers will comply with all state and local traffic laws.
4. Only OSU faculty, staff, and students shall ride in the Extension vehicles. All non-OSU passengers require authorization (email or typed confirmation) from the appropriate Unit leader (Director, Associate Director, Extension Center Director, Regional Director) whose unit controls use of the vehicle. When transporting minors, a “Waiver and Permission to Transport Child/Charge” form must be completed for each minor passenger.
5. The vehicle use and mileage log is distributed when the vehicle is signed out and is required to be returned when the vehicle is brought back to its location.
6. As a courtesy to other users, vehicles are to be returned within the reserved time.
7. Individuals checking out vehicles are responsible for filling the gas tank before returning car.
8. The University provides liability and property damage insurance for its authorized drivers and vehicles. The University covers NO medical expenses of university employees or passengers. Coverage shall be provided only by applicable Bureau of Workers’ Compensation, University staff medical or personal insurance. There is a \$10,000 deductible per accident payable by the unit responsible for the vehicle. When a University vehicle has damage to, or is involved in an accident, an accident report must be filed.

Waiver and Permission to Transport Child/Charge
Ohio State University Extension

Child/Charge: _____

Event: _____ **Date:** _____

Location: _____

Driver: _____

I give permission for my child/charge (“child”) to be transported in a motor vehicle driven by the individual identified to an event at the specified location on the date indicated. I understand that my child is expected to follow all applicable laws regarding riding in a motor vehicle and is expected to follow the directions provided by the driver and/or other adult volunteers. I understand that participation in the identified event is not a requirement for participation in the county or state Extension programs.

I have read, understand, and discussed with my child that:

- (1) They will be traveling in a motor vehicle driven by an adult and they are to wear their safety-belt while traveling;
- (2) They are expected to respect each other, the vehicles they ride in, and the people they travel with during the trip;
- (3) Riding in a motor vehicle may result in personal injuries or death from wrecks, collisions or acts by riders, other drivers, or objects; and
- (4) They are to remain in their seats and not be disruptive to the driver of the vehicle.

I recognize that by participating in this activity, as with any activity involving motor vehicle transportation, my child may risk personal injury or permanent loss. I hereby attest and verify that I have been advised of the potential risks, that I have full knowledge of the risks involved in this activity, and that I assume any expenses that may be incurred in the event of an accident, illness, or other incapacity, regardless of whether I have authorized such expenses.

As a condition for the transportation received, I, for myself, my child, my executors and assigns, further agree to release and forever discharge The Ohio State University, its Board of Trustees, The Ohio State University Extension and their agents, officers, employees and volunteers from any claim that I might have myself or that I could bring on my child’s behalf with regard to any damages, demands or actions whatsoever, including those based on negligence, in any manner arising out of this transportation. I have read this entire waiver and permission form, fully understand it, and agree to be legally bound by its terms.

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____