Please drive safely. Your safety and the safety of others may depend on it.

For College employees and students, and non-professional drivers transporting students on behalf of the College:

Age and experience, one-day versus multi-day trips, type of vehicle, driving conditions, time of day/night, hours “on the road” (not only hours driving), medications, and even recent sleep habits all play a part in personal limits. Therefore, consideration should be given to all factors that might impact safe travel.

For professional drivers, not College employees or students: Professional drivers must comply with federal CDL requirements for drivers of passenger carrying vehicles. For example, bus drivers carrying athletic teams must comply with federal CDL requirements.
All drivers must:

- Have a current license;
- Have current insurance if using their own vehicle or rental vehicle;
- Wear a seatbelt and ensure that all passengers wear seatbelts.
- Follow all driving laws, including speed limits.

In addition, if driving a College vehicle:

- Have successfully completed the Department of Safety’s online Safe Driving Program;
- Have an approved driver status with the College;
- Have successfully passed the 15-passenger van test if this is the vehicle being used.

Lone drivers:

- Take a 15-minute break at least every 3 hours.
- For faculty/staff traveling alone, 500 miles or 11 hours should be considered the travel limit for one day. A rest of 10 consecutive hours is required.
- For students traveling alone, 300 miles or 7 hours should be considered the travel limit for one day. A rest of 10 consecutive hours is required.

For multiple drivers sharing in the driving responsibilities, if at least one driver is a faculty/staff member:

- A 15-minute break should be taken at least every 3 hours for all drivers/occupants of vehicle; travel must cease during these breaks.
- Total drive time of any faculty/staff driver should not exceed 11 hours in a day.
- Total drive time of any student driver should not exceed 7 hours in a day.
- Total travel time with breaks of all drivers combined should not exceed 16 hours before travel ceases and a rest of 10 consecutive hours is required for all drivers/occupants of vehicle.

For multiple drivers sharing in the driving responsibilities, if all drivers are students:

- A 15-minute break should be taken at least every 3 hours for all drivers/occupants of vehicle; travel must cease during these breaks.
- Total drive time of any individual driver should not exceed 7 hours in a day.
- Total travel time with breaks of all drivers combined should not exceed 14 hours before travel ceases and a rest of 10 consecutive hours is required for all drivers/occupants of vehicle.

NOTE: Drive time is the time an individual is actually the driver of the vehicle. Travel time includes time in the vehicle as a passenger but does not include breaks.