



Athletic Department Sandburg & Rental Vehicle Use Expectations

General Parameters:

- Any staff member or registered volunteer coach with a valid driver's license can drive Sandburg (van/shuttle) and rental vehicles. Age and parental status do not matter related to Sandburg shuttle and van driving, however, rental car agencies (Enterprise, locally) may have restrictions.
- Volunteer coaches must complete a **Volunteer Agreement Form** before they work with any Sandburg program in any capacity, and this includes driving.
- Students should never drive shuttles, vans or rental vehicles.

Additional Tasks to be completed to drive/transport a team:

1. A copy of all Coaches **Driver's License** must be provided to Darlene Smith (E201 or dsmith@sandburg.edu) before a coach can drive a rental vehicle or a Sandburg van/shuttle. *(This must be done annually regardless of length of service.)*
 2. Coaches must submit a **Motor Vehicle Release** form BEFORE they drive for the first time. Submit the form to Darlene Smith (E201 or dsmith@sandburg.edu) PRIOR TO driving a Sandburg or rental vehicle. *(This must be done annually regardless of length of service.)*
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3. Volunteer Coaches should complete **First Aid & CPR training** before they drive a Sandburg vehicle with two or more people. Link on how to find a class for certification or renewal: <https://www.redcross.org/take-a-class/digital-certificate>
Submit proof of certification/renewal to Darlene Smith (E201 or dsmith@sandburg.edu).
 4. If the volunteer coach is driving a **Sandburg Shuttle**, they should participate in a **brief review with the Director of Public Safety BEFORE they drive**. Cory Gall is the point of contact (5273 or cgall@sandburg.edu) until a Director of Public Safety is hired. The Director of Public Safety will typically be the point of contact.
 5. The volunteer coach should complete the pre and post check of the vehicle noting any damage or defects each time they drive. Notes of any defects/damage should be placed on the **Blue Trip Ticket**. *Put beginning and end trip mileage and destination.*