



## Safe Travel Policy

AU Sport recognises the duty of care it has when planning events and trips away where transport and accommodation are required. The following are guidelines that AU Sport shall follow and advises AU Sports Clubs, which organise transport and accommodation for members to events or trips to do likewise.

### Transport

In most cases, AU Sport relies on participants to transport themselves to events and trips, either by private transport, car pool or public transport. They are expected to determine the safest option, obey road rules and cover all transport costs.

#### Type of Transport

AU Sport will take numerous factors into account when selecting transport, with the safety of participants always being paramount. The following will be considered:

- Distance
- Terrain
- Weather conditions
- Time of day
- Costs
- Driver qualifications and experience

In considering the vehicle, AU Sport will take into account:

- Roadworthiness and reliability
- Safety features
- Registration and insurance
- Cleanliness, hygiene and comfort
- Destination and logistics

#### Avoiding Driver and Passenger Fatigue

On long trips, it is recommended that 'driver rotation' is used, so that drivers can have at least 6 hours of non-driving time. It is also recommended that for every 2 hours of travel, you stop so that the driver can rest for at least 15 minutes. Planning regular stops will also avoid developing Deep Vein Thrombosis (DVT) for both passengers and drivers; as anyone who remains immobile in a confined space for 4 hours or more can do.

Only reputable bus companies should be used if hiring a coach bus. Drivers of private buses, that are hired, must also comply with the Road Traffic (Driving Hours) Regulations.

## **Insurance**

Injuries sustained in a vehicle accident to or from an AU Sport or AU Sport Club official sporting events are covered by the **'AU Sport Insurance Scheme'**. Only medical expenses not covered by Medicare are covered. Damage to any vehicle is not covered.

## **Accommodation**

On trips where accommodation is required, AU Sport will select accommodation which provides a safe and secure environment and is conveniently located at a reasonable cost.

Participants staying at AU Sport booked accommodation are expected to follow all accommodation rules and any rules imposed on the group by AU Sport staff.

Such rules can include:

- no excessive alcohol in rooms
- no guests from other Universities
- out by 10pm (or, if staying in, no noise)
- curfews (if applicable)

## **Bonds and damages**

In most cases, bonds must be paid to the accommodation. This cost is not paid by AU Sport and must be covered by those staying in the room. Any damage to the room will see the bond lost and any additional costs must be covered by those staying in the room.

## **Eviction**

If you are evicted by either the accommodation managers or AU Sport due to a breach in the accommodation or AU Sport rules or **'AU Sport Code of Conduct'**, AU Sport reserves the right not to assist you in finding new accommodation and you can be sent home at own expense.

## **Allocation of Rooms and Beds**

To events such as Southern and Australian University Games, it is current AU Sport practice to allocate rooms based on sports and friendship groups, where possible. The sharing of rooms between sports and male/female participants is common.

The allocation of beds is done with close consultation with team managers and athletes; and the sharing of double beds between couples and those of the same sex is allowed. As accommodation rates are based on single bed space, someone may request to have a double bed to themselves but they are expected to cover the costs of the other half of the bed.