**International Transportation Use Guidelines**

**For Individual or Group Travel**

Reviewed by General Council

June 09, 2015

Input provided by Travel, Controller’s Office

June 16, 2016

Last update 04/30/2018

Please use the following information when planning for or reviewing transportation methods for a proposed student related international activity.

As a matter of *general* practice, the following guidelines apply. It is understood that not every country has the same licensing, registration and insurance standards as here in the United States, however, we have been tasked to at least engage in due diligence to attempt to meet the same guidelines as USF does here in the United States. Requests to go outside these guidelines may always be requested.

1. Verification of licensing, registration and insurance **must be asked for prior** to committing to the agreement:

* Chartering a bus or vehicle from a private company on behalf of USF.
* Renting or leasing a vehicle such as a minibus or car on behalf of USF.
* The use of a family or other private citizen owned vehicle on behalf of USF.

1. Verification of licensing, registration and insurance **will generally not be asked for**:

* Public transportation as described below
* Transportation provided by Non-USF Third Party Providers we have an agreement with as described below.

1. Waivers to these guidelines may be supported provided that sufficient documentation can be provided.
2. Private carriers or vehicles known to be at high risk, as described below regarding transportation advisories, will not be used.

**Transportation Advisories**

Pay particular attention to the transportation advisories in the U.S. Department of State’s Country Specific Information Report and the Travel Advisory (if applicable) for the country of destination. If U.S. Government Personnel are restricted, then by extension USF will also restrict the use. You can find the documents here: <https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html>

If the U.S. Department of State’s Country Specific Information Report is not sufficient to make an informed decision, the International Risk and Security Team can directly contact a U.S. Department of State’s OSAC Regional Analyst to inquire about a specific question or concern. Do not hesitate to use this service.

If a certain carrier or vehicle is desired to be used that the US Department of State lists as a known risk or other information has been found determining that it is a known risk, an application for a waiver of these guidelines may be requested. Using such a vehicle may be supported if sufficient documentation can be provided such as collegiate or department support, as well as documentation of a valid license, registration and insurance.

**General USF Expectations**

* **Students are prohibited from operating vehicles used to transport any USF students and associated participants on a student related international activity.**
* **USF strongly discourages students from operating a motor vehicle while on a USF student related international activity, even during their “free” time.**
* **USF will not assist students with renting/leasing and operating motor vehicles such as cars, trucks, motorcycles, scooters, boats and jet skis while participating on a student related international activity.** 
  + If driving a motor vehicle is a requirement of the USF international experience, one may petition to have driving privileges. Contact the International Risk and Safety Team for more information at [EAassist@usf.edu](mailto:EAassist@usf.edu)
* Sometimes a student may be functioning as a volunteer or staff on a student related international activity. Employees, agents and volunteers are covered under the State’s insurance policies. Therefore, provided they are officially documented on volunteer/employee forms or other documents that they are acting in the capacity of their duties as a volunteer/employee, they may be able to assist with driving.
  + If you anticipate appointing students as “volunteers” to assist with driving on field trips, volunteer forms on each volunteer will need to be completed (both USF Volunteer Application and USF Volunteer Appointment) which are located on the HR website. The forms will then need to be returned to Meica Elridge, Worker’s Compensation Administrator, [melridge@usf.edu](mailto:melridge@usf.edu) , Ext. 4-5775. Also, when sending the forms to Meica, please request that she add the volunteers to GEMS as “FTE volunteers” so that the State can include them in USF’s annual Casualty premium.
* Bicycles: Around the world there are many locations that are bicycle friendly.  The use of a bicycle may even be a practical method of transportation while you are abroad. However, biking accidents are not uncommon and often lead to a trip to the emergency room of the local hospital.  Any injury abroad can be a serious disruption of the travel experience and the benefits must be carefully weighed against the risks.  Therefore, the use of bicycles for transportation are generally discouraged.  If the use of a bicycle abroad is a necessity or heavily valued for your particular international activity, please use due diligence to familiarize yourself with the local transportation laws and traffic conditions.  You can find some information about transportation safety under the Country Specific Information listed at the [U.S. Department of State](https://travel.state.gov/content/passports/en/country.html).  Also, make sure to take advantage of all available safety precautions including the use of helmets.

**Non-USF Third Party Provided Transportation**

* An international student traveler on an approved USF activity with a Non-USF Third Party Provider may use that providers owned licensed and insured transportation methods provided that USF has an agreement with the provider and approves the transportation methods.
  + If a contract or agreement is being entered into, request a copy of the contract in advance and have it reviewed by USF Office of the General Counsel and the International Risk and Security Team to ensure that terms, conditions and **liability requirements** are being met before it is signed.
  + Using a personal vehicle of a family, friend or acquaintance on such an experience is not recommended but may be supported provided sufficient documentation can be provided such as license, registration and insurance documentation.

**Public Transportation**

Public busses, subways, light rails, ferries, and taxis are all examples of public transportation.

* U.S. Department of State advice sometimes informs us of the appropriateness of public transportation in the country of destination. In certain parts of the world, the use of ferries, busses, light rails and taxis are severely restricted due to crime, terrorism and/or unsafe conditions. If U.S. Government Personnel are instructed not to use a certain mode of transportation, we need to also heed that instruction.

**Private Bus Companies/Vehicles/Boats - Driver Provided**

* When USF charters or leases a bus through a commercial bus company for transportation services which provides its own operator, the company **ideally should carry liability limits of no less than $1 million per occurrence of general liability coverage**. This varies by country and culture.
* A copy of the company’s liability insurance certificate or proof of insurance should be asked for to confirm liability limits and coverage in effect for the date of transport.
* It is also preferable to request **that USF be added to the certificate as an additional insured**; however, many companies are unable to do this.
* It should also be asked if the **driver is covered by worker’s compensation through the bus company**.
* If a contract or agreement is being entered into, request a copy of the contract in advance and have it reviewed by USF Office of the General Counsel and the International Risk and Security Team to ensure that liability requirements are being met before it is signed.
* The use of chartered boats is generally discouraged. However, in certain situations it may be supported provided insurance and licensing can be verified and the use aligns with the educational goals of the program.

**Renting or Leasing a Vehicle – Faculty or Staff Driver - No Driver Provided**

* Auto Liability, Comprehensive and Collision coverage does need to be purchased if USF faculty or staff on USF business are renting or leasing a vehicle in another country. The insurance must be purchased in the country from where the vehicle is being rented/leased to avoid any gaps in coverage.  Do not rely on policies that are part of a credit card benefit, or a personal automobile insurance policy that was written in the United States.
  + The USF Avis state contract covers only the 48 contiguous states. There is no USF preferred provider abroad.
  + It is the traveler’s choice to choose the most efficient and economical rental company. Restrictions based upon known risk factors apply.
  + Using a credit card, including Pcard, or any other U.S. based insurance benefit such as private car insurance, to insure a rental vehicle for international USF activities is strongly discouraged. This is due in part to possible gaps, lapses in coverage, and possible reimbursement difficulties when involved in an accident.
  + Always purchase the most full and comprehensive rental insurance from the in-country rental vehicle provider available. It is an allowable expense.
* A valid driver license that is likewise valid in the country where the vehicle operation occurs is required. Some countries allow a valid U.S. driver license while others require a valid international driver license. The U.S. Department of State often provides this information in the Country Information Sheet.
* Verify that the number of passengers being transported and that the type of vehicle used can be operated legally under the driver license restrictions for the operator. USF recommends operating nothing larger than a 12 passenger van.
  + **Vans holding 15 or more passengers are not recommended. They may require a CDL - Commercial Driver License or a Chauffer License. They are also not recommended due to the higher level of risk for serious and fatal rollover crashes per recent NTSA studies.**
* Renting or leasing a boat to transport USF students is not recommended in most cases. However, in certain situations it may be supported provided insurance and licensing can be verified and the use aligns with the educational goals of the program.
* The department should run an MVR report to check the driving record of anyone driving a vehicle, including students if acting as volunteers, who drive vehicles while in the course and scope of university business.

**Air Carriers**

* Always use FAA regulated carriers when traveling to and from your countries of destination
* Be wary of in-county regional carriers and charter services
  + We would need to request liability coverage and safety records for undocumented air carriers
  + Can verify certification here: <http://www.iata.org/whatwedo/safety/audit/iosa/Pages/registry.aspx>