



## **GENERAL DRIVING POLICIES AND PROCEDURES**

To be read and understood by all drivers for Sports and Recreation Services.

**Authorized Driver Requirements:** To be authorized to drive (rental or personal vehicle), drivers must be approved by the Program of Sports and Recreation Services. To obtain approval, drivers must register on-line and submit the following at least two weeks in advance:

- o Complete Drivers Authorization Registration on-line
- o Photocopy of current Driver's Licence (front & back) – can submit online or hand in
- o Photocopy of valid vehicle insurance (only if using personal vehicle) – can submit online or hand in
- o Driver Abstract: 3-Year Statement of Driving Record – can submit on line or hand in
  - Available from the Ontario Ministry of Transportation via:
    - Online information at [www.mto.gov.on.ca/english/dandv/driver/record.htm](http://www.mto.gov.on.ca/english/dandv/driver/record.htm)
    - Obtain abstract online at [www.ontario.ca/en/services\\_for\\_residents/ONT06\\_025218](http://www.ontario.ca/en/services_for_residents/ONT06_025218) (\$12.00)
    - Driver and Vehicle Licensing Office (\$12.00)
    - Service Ontario Kiosk (\$13.00)

Based on the applicant's 3-Year Driver Abstract, the applicant will not be authorized if they have any suspension/revocation of licence for reckless driving, hit and run, leaving an accident scene, failure to appear, DUI, or other vehicle-related felony. In addition an individual will not be authorized if they have more than three at-fault accidents, more than three moving violation tickets or a combination of more than three tickets/accidents within the past three years. Once successfully completed, the authorization to drive is valid for one to three years (based on approval from the Program of Sports and Recreation Services).

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### **SAFETY IS YOUR NUMBER ONE PRIORITY WHEN TRAVELING. PLEASE USE GOOD JUDGEMENT.**

- 1 Team/club members and coaches/instructors are representatives of the University of Western Ontario and must conduct themselves with good taste and good judgment at all times.
- 2 All drivers and passengers are required to wear seat belts while the vehicle is in motion. The authorized drivers are responsible for making sure all persons traveling in the vehicle have seat belts on.
- 3 Drivers are restricted to driving no more than 10 hours total in any one day.
- 4 Drivers must not exceed posted speed limits or speed that is appropriate for driving conditions.
- 5 All parking and traffic fines are the responsibility of the individual.
- 6 The consumption and transportation of alcohol on any motor vehicle used by a University of Western Ontario sport team/club is strictly prohibited. Violation of this policy will be dealt with in a very firm manner and could lead to the suspension of the team/club from further participation/competition.
- 7 The Program of Sports and Recreation Services will make every attempt to ensure that teams/clubs travel in safe and comfortable vehicles, and under the safest of circumstances possible.
- 8 If you are traveling in a vehicle that appears unsafe, have the vehicle checked as soon as possible (the first garage). If it is definitely unsafe, do not continue travel in that vehicle. Call the Travel Coordinator.



The University of Western Ontario  
Sports and Recreation Services  
WSRC, Room 3235, London, Ontario, CANADA, N6A 5B9  
Telephone: (519) 661-3552, Facsimile: (519) 661-3385  
E-mail: [mustangstravel@uwo.ca](mailto:mustangstravel@uwo.ca) Website: [www.westernmustangs.ca](http://www.westernmustangs.ca)

