

# Guidelines for Transportation and Vehicle Safety

## Study Abroad Program Director Training

Use of automobiles driven by program leaders should be reviewed very carefully. Students should not drive motor vehicles. The Fleet Safety and Vehicle Use/Rental Policy found in the ISU Policy library at <http://www.policy.iastate.edu/policy/vehicle> is also applicable to vehicle use abroad. International transportation may encompass additional risks and difficulties involving cars, roads, laws and traffic, which are governed by customs and rules different from those in the United States. While these risks may be managed by experienced program directors, obtaining valid and effective insurance in the countries being visited can be a challenge.

Rental of large passenger vans is not recommended in an international location. A mini-bus with a driver is preferred due to safety concerns.

Because of unique laws in foreign countries, complications in settling claims, and personal policy limitations, travelers renting vehicles for University business in countries other than the U.S. must purchase liability and collision coverage from rental agencies. The University will reimburse insurance costs of foreign automobile rentals. Consult with Purchasing regarding the University contract for rental in international countries. <http://www.purchasing.iastate.edu/contracts/?id=4>

The web site for the United States Department of State Bureau of Diplomatic Security (OSAC) <https://www.osac.gov/Pages/Home.aspx> may have resources that are country specific to determine legitimate taxi service for the area you are traveling. Information on identifying official taxis can also be obtained from the local U.S. embassy.

Group travel arrangements should be contracted through ISU Purchasing with a company that has a record of good performance. The process for determining whether to contract with a company should include asking questions about how drivers are selected, driver training, and the amount of liability insurance available. Drivers should be instructed not to pick up additional passengers.

In the event that advance arrangements are not possible and group transportation needs to be arranged after arrival in the country, care should be taken to verify that the driver has a valid license, that the vehicle appears to be well-maintained and that there is insurance covering the vehicle.