**Academic Affairs Requirements   
for Traveling By State Vehicle**

When traveling alone or with a group for official university business, the following practices are encouraged to “Stop the Spread” and contain the virus:

* Where possible, use multiple vehicles to travel independently and avoid close contact with others
* Limit stops when traveling
* Follow public health guidelines posted to the [VDH Travelers](https://www.vdh.virginia.gov/coronavirus/coronavirus/travel-to-areas-with-widespread-ongoing-community-spread/) site and [CDC Travel During the COVID-19 Pandemic](https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Ftravelers%2Ftravel-in-the-us.html) site

If you are traveling in a state vehicle with multiple occupants, please acknowledge your commitment to following these safety protocols by signing below.

I will:

* Wear a mask or face covering at all times
* Take appropriate measures to sanitize and protect my personal space while traveling, i.e., social distancing, hand washing/sanitizing, avoid touching eyes/nose, etc.
* Ensure vehicle occupancy does not exceed 50% of maximum capacity
* Maximize the seating distance between occupants, i.e. every other row, diamond shaped seating pattern, etc.
* Provide a list of the occupants in the vehicle for contract tracing below, should that be necessary.

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| **Passenger Name** | **Contact Information (email and phone)** |
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Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please attach this form to your Travel Authorization Request and provide a copy to your supervisor for their approval.