

SOCIETY POLICY

CHARTERING OF AIRPLANES, SHIPS AND BUSES ARRANGEMENTS FOR TOURS

I. PREFACE

- A. By-Law B4.4.8 states: "Any contract or other obligation to pay money in the work of the Society shall be valid only when signed by the Executive Director, or the Chief Financial Officer."
- B. The responsibility for safe conduct lies with the transportation company and it is essential that any contract for transportation clearly specify this liability.

II. PURPOSE

- A. To confirm the ASME policy concerning potential liability resulting from a transportation-related accident.
- B. To establish the procedures for transportation contracts to provide for members' needs and to protect ASME from liability in the event of an accident.
- C. To meet the objectives of protecting the Society from liability relating to transportation accidents while permitting sufficient flexibility to make arrangements necessary for program activities.

III. POLICY

- A. In the event that a unit of the Society desires to arrange the transportation of persons by a commercial entity in conjunction with an ASME activity, attention must be given, among other considerations, to the following:
 - 1. By-Law B4.4.8 requirement for contracts which must be adhered to by all units of ASME.
 - 2. The necessity to assure that the Society have no liability for bodily injury, death or damage to property resulting from an accident in such transportation.
- B. The responsibility for safe conduct lies with the transportation company and it is essential that any contract for transportation clearly specify this liability. In the interests of its members, ASME requires that carriers be properly insured and that, if possible, ASME and its members be named in such insurance as insureds.
- C. No member of an ASME sector, district, section, subsection, local group, student section, technical division, technical subdivision, committee, or other unit is

authorized to arrange in the name of ASME tours, consisting of ASME members or members and non-members.

This does not preclude arrangements for distribution to ASME members of brochures that do not contain the name of ASME or any ASME unit describing tours arranged by travel agents.

IV. PROCEDURE

A. Travel arrangements for airplanes and ships.

1. Any unit of ASME which desires to charter, lease or rent an airplane or ship shall forward the proposed contract to the Executive Director for review, approval and signature by the Executive Director or Chief Financial Officer. The document must be accompanied by a full description of the planned activity.
2. The persons making the arrangements shall make certain that the proposed contract includes a stipulation for insurance coverage, the amount of the coverage, and, if possible, provision that ASME and its members are included as named insureds.

B. Travel arrangements for buses.

1. Arrangements for a bus (for activities such as plant visitations) may be made by an ASME unit locally, but only if a contract does not have to be signed and the expense of the bus is included in the ASME unit's budget. Where a contract is required by the carrier, the contract shall be forwarded to the Executive Director, for approval and signature by the Executive Director or Chief Financial Officer.
2. Arrangements for buses must be made only with state-approved carriers. In the case of a student section, arrangements may be made with the college or university with which the student section is associated. Other carriers may be used only with the specific approval of the Executive Director or the Chief Financial Officer.

C. Procedures relative to tours arranged by travel agents.

1. Tour literature including brochures which request inclusion of the name of an ASME sector, district, section, subsection, local group, student section, technical division, technical subdivision, committee or other unit as prospective users must be submitted to the Executive Director or the Chief Financial Officer for approval prior to dissemination to ASME members.
2. Tour literature must include a clause which specifies that ASME has no responsibility whatsoever with respect to the tour or any bodily injury, death or damage to property resulting from or occurring on the tour.

Responsibility: Knowledge and Community Board

Reassigned from Council on Member Affairs/Board on Professional Practice & Ethics 6/1/05

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