

## USC BEST PRACTICES - DESIGNATED DRIVERS (DD's)/SOBER MONITORS

- Events involving alcohol require that the candidate organizing the event supply **two** of his or her volunteers to serve as sober monitors.
- The USC reserves the right to increase this number where and when it deems appropriate.
- Event organizers are required to submit the two names as part of their event proposal noting their first and last name, and phone number and email address (this list will be kept on file and may be forwarded to the security staff for the event)
- Students who are acting as DD's for events are responsible to check-in with security at the main entrance upon their arrival. Security will then mark you as present after checking your proof of identification.
- Students who are listed as sober monitors will be wristbanded by the Security company (sober monitor wristband) to distinguish them from the other attendees.
- DD's are not permitted to consume alcohol leading up to and for the duration of the event
- Designated drivers are responsible for assisting event participants in finding appropriate transportation home from an organized event (i.e. cabs, public transit). They are not responsible for driving students home; they are only responsible for arranging transportation for the student only.
- DD's are responsible for ensuring that no policy violations take place at the event.
- In the case that a policy violation does occur at an event, DD's must immediately report the violation to the venue staff, any security staff as well as to the event organizer. Additionally, the event organizer is responsible to work with the appropriate DD to develop a report for submission to the Chief Returning Officer and Student Organizations' Administrator or the Event Services Officer within 48 hours following the event.