

TRAVEL GUIDELINES



ASU recognizes that student organizations travel for many purposes including retreats, conferences, competitions, and social events. While travel can be extremely beneficial to advancing the mission of the organization, it is important to remember that travel can be a high-risk activity that requires adequate proactive planning and preparation. Proper planning can mitigate many of the risks often associated with travel!

Student Organizations should consult with their organizational advisor in order to properly plan any trip. Organizational leadership should consider transportation options, lodging options, insurance requirements, and cost before planning a trip. A travel worksheet should be completed with the assistance of the organizational advisor no less than 7 days prior to departure. In addition to the travel worksheet, student organizations should consider having participants submit a copy of the Release, Indemnity, Assumption of Risk and Consent to Medical Treatment form. Finally, if personal vehicles will be used, all drivers must submit a photocopy of their current drivers license and insurance to the advisor. The advisor should be left with a copy of all relevant documentation. A post-trip evaluation should be completed with the organizational advisor once the trip has commenced. Consider what was successful and what can be improved. This will assist with future planning.

Students are discouraged from using personal vehicles for organization-related travel. When a personal vehicle must be used for organization travel, the driver assumes all liability associated with the trip. Whenever possible, student organizations should use chartered bus/van service for transportation. ASU has contracts for group transportation with 5 different companies. Contact information can be found at the following website: <http://www.asu.edu/fs/travel/bus-charter.html>.

If personal vehicles must be used for travel, drivers and all passengers should follow the following guidelines:

1. Drivers and all passengers are expected to follow University policy and all Federal, State, and local laws and posted signs.
2. Drivers must have a valid operator's license and be trained as required by law.
3. Drivers must possess adequate auto insurance as required by law.
4. Drivers must possess current vehicle registration.
5. Drivers and all passengers shall have access to and use seatbelts and/or other approved safety restraint devices.
6. Drivers and all passengers shall not possess, consume or transport alcohol and/or illegal substances.
7. Drivers should take considerable care to allow for adequate rest periods and drive times.
8. Drivers should take care to assess the safety of the vehicle they are driving.
9. Drivers and passengers should have proper communication and emergency plans in place.

Due to safety concerns, organizations should note the use of large passenger vans defined as 12 and 15 passenger vans is **prohibited** at Arizona State University. Student Organizations and Student Groups are **not permitted to purchase, lease, rent or transport passengers in 12 and 15 passenger vans.**

Additional Guidelines for Student Organization travel outside the of the United States

ASU does not encourage student organizations to travel outside of the United States unless it is deemed necessary for an educational or service-related purpose.

Student Organizations that wish to travel outside of the United States should consult with staff from the Student Organization Center (SORC) no less than 14 days prior to departure. The Organizational President and or appointee can schedule an appointment with a staff member with the SORC by calling (480) 965-2255. A travel worksheet must be completed prior to departure. In addition to the travel worksheet, student participants should provide the SORC with copies of the Memorial Union-SORC Release, Indemnity, Assumption of Risk and Consent to Medical Treatment form no less than 7 days prior to the trip. Finally, if personal vehicles will be used for transportation, all drivers must provide the SORC with a photocopy of their current drivers license and insurance, including all appropriate licenses, certificates and insurance as required by the country in which the travel occurs. All documentation must be left with the SORC and a copy should be provided to the Organizational Advisor.

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Planning a Responsible Trip – Things You Should KNOW Before you GO!

Is this trip something your organization should do?

Factors to consider:

- Is the trip in line with the mission and purpose of your organization?
- Is the trip inline with your vision and goals for the organization?
- Does your organization have the capability to plan such a trip?
- Does this trip make sense for your organization's membership? Bottom line, does this trip need to be taken to be beneficial to the group? What is the expected outcome?

Has the trip been approved through the organizational decision making process?

Factors to consider:

- Can your organization afford the trip?
- Have you assessed the risk associated with this trip?
- How are you going to get there?
- Have you made decisions about accepting, reducing, or eliminating those areas of risk? Are members driving their own vehicles? Can you rent a bus with a licensed driver instead? **IMPORTANT: Use of 12 and 15-passenger vans is prohibited for ASU clubs/organizations and departments.**
- Do you have a plan for addressing the risk issues?
- Have you discussed a trip with your advisor?

What are the expectations for participation in the trip?

- Orientation/Planning Meeting
- Waiver & Release Forms
- Behavior – you are representing ASU and member behavior is an issue. It can impact your reputation, as well as ASU's. Please review the ASU Extracurricular Conditions for Participation and Student Code of Conduct and discuss with ALL members of your organization prior to leaving.
- Have participants sign a student behavior agreement.
- Emergency Procedures

Checklist **BEFORE** the trip: what needs to go with you?

Suggestions:

- First Aid Kit & Flashlight
- Cell Phones: one for each vehicle/group leader
- Credit Cards (for gas or emergencies)
- Maps of your route
- What happens if you get separated on the road? Have a plan!
- Accommodations – where are you staying? Have all contact information with you.
- Waiver & Release Forms: two sets, one master set stays with the advisor and one that travels in the same vehicle as the student.
- Emergency Phone Numbers: everyone should have these. Which numbers? That depends on the emergency plan you set up! At a minimum, it should be your advisor, the others traveling in your group, and the emergency numbers for the areas you plan to visit.

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Planning a Responsible Trip – Things You Should KNOW Before you GO!

What about safe driving practices?

Suggestions:

- Drivers and all passengers are expected to follow University policy and all Federal, State, and local laws and posted signs.
- Drivers must have a valid operator's license and be trained as required by law.
- Drivers must possess adequate auto insurance as required by law.
- Drivers must possess current vehicle registration.
- Drivers and all passengers shall have access to and use seatbelts and/or other approved safety restraint devices.
- Drivers and all passengers shall not possess, consume or transport alcohol and/or illegal substances.
- Drivers should take considerable care to allow for adequate rest periods and drive times.
- Drivers should take care to assess the safety of the vehicle they are driving.
- Drivers and passengers should have proper communication and emergency plans in place.
- Plan routes out in advance, carpool, and caravan where possible.
- Check in with advisor upon each departure and arrival if the advisor is not present.
- Have at least one cell phone per car, everyone has numbers and there are designated check-in times.
- There should be one passenger awake in the front seat at all times.
- Pull over in a safe location if you become drowsy and let someone else drive (if they are able).
- When in doubt, use common sense when you drive.
- If an accident or breakdown occurs, know and follow set emergency procedures.

What Happens If Something Goes Wrong?

If you are involved in an accident:

- Stop immediately and notify local police or call 911.
- Assess the situation and render aid as appropriate.
- Contact your advisor.
- Fill out a police report – this is necessary for insurance purposes.
- Obtain names and addresses of all witnesses.
- Do not make any statements as to who is at fault, nor should you make any offers to pay damages - Fault or legal liability will be decided by the appropriate authority.
- If you are driving a university vehicle or a rental vehicle, follow the procedures outlined in the rental packet.

If someone is injured in the accident:

- Call 911 immediately and obtain medical attention.
- Render aid as appropriate. Assess the situation! If you are qualified, administer first aid.
- Consult medical release form for any special needs.
- Contact the SORC and/or your organization's advisor.