Planning a Responsible Trip – Things You Should KNOW
When You’re On the 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:
• Have you assessed the risk associated with this trip?
• Have you made decisions about accepting, reducing, or eliminating those areas of risk? Are you renting transportation or are members driving their own vehicles? Can you rent a bus with a licensed driver instead?
• Do you have a plan for addressing the risk issues?
• Have you discussed a trip with your advisor?

How are you going to get there?

What are the expectations for participation in the trip?
• Orientation/Planning Meeting
• Emergency Procedures
• Waiver & Release Forms
• Behavior – you are representing CCU and member behavior is an issue. It can impact your reputation, as well as CCU’s. Please review the ASU Extracurricular Conditions for Participation and discuss with ALL members of your organization prior to leaving.
• Obey all traffic laws and regulations, especially speed limits.
• Do not consume, possess, or transport alcoholic beverages, illegal drugs unauthorized firearms or other types of weapons.
• Do not exceed the recommended load capacity for the vehicle.
• Do not transport luggage or other items on top of large capacity vehicles. This will increase the chances of a rollover.
• Avoid horseplay, racing, or other distracting or aggressive behavior.

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.

What about safe driving practices?
Suggestions:
• Obey all traffic laws, especially speed limits. Pay attention to weather (rain, ice, and fog).
• Each passenger has and wears a seat belt. The number of passengers in the vehicle must not exceed the number of available seat belts at any time.
• Maintain proper behavior inside the vehicle-no horseplay.
• Plan routes out in advance, carpool, and caravan where possible.
• Break up the trip into segments, stopping at least once every hour to 90 minutes.
• Check in with advisor upon each departure and arrival if the advisor is not present.
• Drivers have medical release forms and emergency contact numbers.
• At least one cell phone per car, everyone has numbers and there are designated check-in times.
• Avoid driving between 10 PM and 6 AM
• Drivers should have at least six hours of sleep before driving.
• At least two people in the front seat while driving, all must remain awake during the trip.
• 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.
• Begin the trip well rested.
• Notify the Sport Club Staff upon each departure and arrival.
• Avoid driving when conditions are hazardous (i.e. fog, heavy rain, snow, ice, etc). Be prepared to stop and check in to a hotel when fatigue or travel conditions warrant.
• Carry a flashlight and approved fire extinguisher in all vehicles.
• Avoid taking medication prior to driving, especially if the label warns against operating a vehicle while taking medication.

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 – 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 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.