

# Knox College: Campus Life Student Travel Best Practices

## Pre-Departure Trip Meeting Outline

The trip leader will clearly communicate expectations of student participants while on the trip. The following are recommended best practices to be covered when communicating the expectations.

1. Seat Belt usage is required at all times when traveling in vehicles, regardless of where your seat is located in the vehicle.
2. Participants should carry little cash and leave valuables at home.
3. Trip leader has the authority to confront a participant in the event of misconduct or medical emergency.
4. The policies contained within the *Knox Student Handbook* are in effect and enforced- alcohol, drugs, conduct, sexual harassment, etc.
5. Student should avoid going anywhere without another person (Use the Buddy System)
6. Curfew for overnight trips (Recommended, but at the leader discretion)
7. Student participants must sign appropriate waivers. These waivers will remain with the trip leader, but then returned to the Campus Life Office upon return to keep in the club file.
8. Student participants should carry medical insurance information with them and wear or carry medical alert bracelets for serious allergies or unique medical conditions. In the case of athletic or other club teams that travel regularly, the advisor or coach should carry this information as well.
9. Inform student participants of emergency procedures should an accident or student injury occurs. At this time, a back-up trip leader should be selected in case the trip leader is unable to enact these procedures during the trip.
10. All participants (students, faculty, staff) must use sponsored transportation to and from the event.

## General Travel Best Practices

1. Maps are obtained and travel routes are determined before the trip. Relying on a GPS system only is not the best bet.
2. No driver should drive more than three (3) hours per shift. Each driver should take at least a two (2) hour break between driving shifts.
3. Travel should be interrupted, postponed, or canceled if the schedule does not allow adequate rest for the driver(s), there is bad weather, or the budget is inadequate for overnight accommodations when needed.
4. Groups are not permitted to travel or return to campus after 2:00 A.M. without prior approval of Campus Life.

## Student Travel Accident and Emergency Procedures

All accidents are to be reported to Campus Safety (309-341-7979) Failure to report the accident within 24 hours may result in a charge back to the club/department using the vehicle for any insurance policy deductibles.

In case of a serious accident or student injury, the Trip Leader enacts the following emergency procedures. If the Trip Leader is unable to carry out this process, the student captain or Trip Leader's designee will take the place of the Trip Leader.

1. Trip leader calls appropriate emergency number (911)
2. Trip Leader contacts Campus Safety (309-341-7979)
3. All students involved, even if they seem to be uninjured may be taken to the nearest hospital for a medical assessment before being released. Campus Safety may assist with transport if the involved vehicle is not drivable, but is close to campus.
4. Once the students have officially been released from the hospital or they refuse care, Campus Safety officers will escort students back to campus and his/her residence.
5. Professional staff on Duty should be notified by security.