

Knox College: Campus Life Student Travel Procedures

Students at Knox College are typically very active and travel to a variety of events, conferences, excursions is supported. The key to a successful trip is to pre-plan and prepare for a safe travel experience. Knox College's travel procedures are outlined below.

When traveling as a Knox College sponsored event, all students must travel to/from the event in the club/organization sponsored transportation.

All trips off of campus beyond 50 miles away from campus are highly encouraged (Some may be required) to have a faculty or staff advisor. If an advisor will be present for your travel, please follow the steps from section 1. If an advisor will not be present, please follow the steps from section 2.

Section 1: Traveling with an advisor present.

1- Securing a vehicle.

- a. If using a **Knox College vehicle**, reservations for vehicles rented by clubs and organizations go through the Campus Life office. Knox College uses an outside vendor for vehicle rental so adequate notice is required. Prices and capacity for vehicle rental can be found in the campus life office. Please note- the largest vehicle a club/organization can rent is a 7 person mini-van.
- b. If using **private vehicles** proof of insurance must be submitted to the Campus Life office for the vehicles that will be used. Clubs and organizations can opt to pay for gas during the trip. If your club has agreed to this, be sure to fill up your tank prior to leaving on the excursion. Once you have finished driving, fill up your tank again and save this receipt! Bring the receipt into Campus Life to sign a travel reimbursement form with your name and the club name printed on the back of the receipt for a refund. (Driver's personal insurance is used for this method)

2- Meet with Campus Life. This meeting is intended for the Trip Leader to meet with Campus Life to talk through details of the trip. During this meeting the following topics will be discussed:

- a. **Travel Information Form** If you have already filled out the Travel Information Form; please bring this to the meeting with Campus Life. If not, Campus Life will print one out for you to fill out there or submit the form before the trip can begin.
- b. **Role of Leaders.** Campus Life will share what is expected from student leaders and how to best utilize the advisor accompanying the trip. ****The trip leader will contact the professional staff member on duty with an updated roster prior to leaving campus.****
- c. **Paperwork.** Prior to departure, you will be required to submit a roster of attendee's and the travel information form. The day of the event, all attendee's will fill out travel waivers and the leader will keep those on hand during the duration of your trip and submit them upon return. Campus Life will have copies of all documents.
- d. **Questions.** This is a great opportunity to ask questions, clarify policies, or address concerns regarding your upcoming trip.

3- Turn in paperwork.

- a. **Travel Information Form with Roster** of all attendee's names and residence must be submitted by noon the day of travel (or Friday if travel will happen on a weekend.) This list will be shared with security in case an emergency happens and someone needs to be contacted.
- b. **Proof of insurance**, if driving personal vehicles must be submitted prior to departure.
- c. **Waivers** for every participant must be completed before departure and turned in upon return.
- d. **Trip recap** upon return. Briefly explain the trip, how it went, what went well, what needs to be improved, etc. This not only helps you review your trip but other travelers prepare for theirs!

Section 2: Traveling without an Advisor present.

1- Securing a vehicle.

- a. If using a **Knox College vehicle**, reservations for vehicles rented by clubs and organizations go through the Campus Life office. Knox College uses an outside vendor for vehicle rental so adequate notice is required. Prices and capacity for vehicle rental can be found in the campus life office. Please note- the largest vehicle a club/organization can rent is a mini-van with 7 person capacity.
- e. If using **private vehicles** proof of insurance must be submitted to the Campus Life office for the vehicles that will be used. Clubs and organizations can opt to pay for gas during the trip. If your club has agreed to this, be sure to fill up your tank prior to leaving on the excursion. Once you have finished driving, fill up your tank again and save this receipt! Bring the receipt into Campus Life to sign a travel reimbursement form with your name and the club name printed on the back of the receipt for a refund. (Driver's personal insurance is used for this method)

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- a. **Travel Information Form** If you have already filled out the Travel Information Form, please bring this to the meeting with Campus Life. If not, Campus Life will print one out for you to fill out there or submit the form before the trip can begin.
- b. **Role of Leaders.** You will hear what Campus Life expects from student leaders and what expectations will be required while on the trip.
 - i. **Prior to leaving** the Trip leader will contact the professional staff member on duty to verify attendance roster and check in that all is starting off as planned. ****Will get the contact number during the meeting with Campus Life****
 - ii. When the **destination is reached**, the Trip Leader will contact the professional staff member on duty to check in that all went well on the commute. If any issues arise, this is the time to share the concerns with the professional staff member on duty.
 - iii. If any **issues or concerns arise**, the Trip leader is expected to call the professional staff member on duty to discuss the matter with them. This provides support for the student leader if an emotional, mental, or legal issue arises away from campus.
 - iv. When the group is **ready to depart for campus**, the Trip leader will contact the professional staff member on duty to notify them they will be on the road again. Another chance to address concerns if any have surfaced.
 - v. When the group **reaches campus**, the Trip Leader will call the professional staff member on duty one final time to verify all is well and safe.
- c. **Paperwork.** Prior to departure, you will be required to submit a roster of attendee's and the travel information form. The day of the event, all attendee's will fill out travel waivers and the leader will keep those on hand during the duration of your trip and submit them upon return. Campus Life will have copies of all documents.
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