

Knox College: Campus Life Student Travel Procedures

When traveling as a Knox College sponsored event, all students must travel to/from the event in the organization sponsored transportation. We highly encourage you to have a faculty or staff advisor accompany you on your off campus travel especially when traveling over 50 miles away from the college. Ultimately, the Campus Life Office can determine whether an organization must have a faculty/staff member present for the entire duration of the trip.

1. Meet with Campus Life. This meeting is intended for the Trip Leader(s) 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. **Paperwork** - Prior to departure, you will be required to submit a roster of attendees and the travel information form. All attendees will fill out travel waivers and the leader will also submit them before leaving. Campus Life will have copies of all documents on file.
- c. **Proof of Insurance/Driver's License**- When using a personal vehicle you are required to show proof of insurance and a valid driver's license to Campus Life.
- d. **Role of Leaders** - To go over expectations and details of their upcoming excursion off campus.
****The trip leader will contact the professional staff member on duty-with an updated roster prior to leaving, when the group leaves Knox, when the group reaches their destination, when the group leaves to return home, and when they are officially back on campus.**
- e. **Questions** - This is a great opportunity to ask questions, clarify policies, or address concerns regarding your upcoming trip.

2. Securing a vehicle.

- a. If using a **Knox College vehicle**, requests must be made **ONE WEEK** in advance through the Campus Life Office. Knox College uses an outside vendor for the vehicle rental. Prices and capacity for vehicle rental can be found in the Campus Life Office. Please note the largest vehicle an organization can rent, outside of renting a bus, 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. Organizations can opt to pay for gas during the trip. If your organization 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.)

Car / Vehicle Reservations

- If use of a Knox Rental Vehicle is needed: make requests through the Campus Life Office.
- **At LEAST one week notice is needed.**
- When reserving, you need to provide: driver(s) names, date, time of departure, and return, advisor's name if going out of town.
- All drivers must register with Administrative Services, complete a driver's agreement form and provide a valid driver's license at that time.
- When you return a vehicle it must have at least a quarter tank of gas in the tank.
- All charges you make with the Knox Gas Card will be subtracted from your organization budget.

Vehicle Rental Options and Prices

<u>Rental Vehicle Type*</u>	<u>Daily Rate**</u>	<u>Bus Type</u>	<u>Bus Rates</u>
Car (5 passenger)	\$45.90	School Bus (45 Passenger)	\$15.00 an hour and \$1.50 per mile
Large SUV (5-6 pass)	\$90.00		
Minivan (7 passenger)	\$69.36		
*passenger capacity <u>includes</u> driver		Charter Bus (55 Passenger)	Quotes per trip
**gas charges additional		Peoria Charter Coach:	No standard rates; cost depends on trip distances. Call for quote (309) 688-9523.

Emergency Travel Procedures

What do I have with me in the Travel Kit? (These are items you have in the car with you)

- First Aid Kit
- USB Cell Phone Charger

Galesburg Enterprise

- Hours 8:00 am – 6:00 pm
- Phone (309) 341-1000

Enterprise's Road Side Assistance (Lost keys, locked keys in the car, out of fuel, flat tire, etc.)

- (800) 307-6666

Campus Safety

- Phone Number (309) 341-7979

Meeting with Andrew _____

Knox College: Campus Life Travel Information Form

1. Complete and turn in this Travel Information Form **at least 3-4 weeks in advance** of planned travel.
2. Meet with Campus Life Office to review details of the trip and obtain printed waivers to be signed.
3. Turn in Trip Roster and signed Waivers three business days (M-F) prior to the planned travel date.

Sponsoring Organization: _____

Trip Leader: _____

Cell Phone (for contact during the trip): _____

Purpose of Trip:

- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> Competition | <input type="checkbox"/> Multicultural | <input type="checkbox"/> Conference |
| <input type="checkbox"/> Community Service | <input type="checkbox"/> Recreational | <input type="checkbox"/> Other: _____ |

Driver : _____ This driver has submitted a copy of their license ☐

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Driver : _____ This driver has submitted a copy of their license ☐

Driver : _____ This driver has submitted a copy of their license ☐

Destination (for example, Figge Art Museum): _____

Destination Address: _____

Destination City/ State: _____

Leaving Campus: **Date:** _____ **Time:** _____

Returning to Campus: **Date:** _____ **Time:** _____

Mode of Transportation:

- ☐ Personal vehicle (*provide copy of driver's license and insurance card*)
- ☐ College rental vehicle (*reservations made through the Campus Life Office--one week in advance*)
- ☐ Commercial airline, bus, or train – Travel Info: _____
- ☐ Other: _____

By signing below, I certify that the organization I represent has agreed to sponsor this trip and will take responsibilities for conducting it according to the College policies governing such matters.

Trip Leader(s): _____ **Date:** _____

By signing below, I acknowledge that I have reviewed the *Campus Life Travel Policies* and this *Travel information form* with the trip leader(s).

Advisor's Name (Please Print): _____

Signature: _____ **Date:** _____

KNOX COLLEGE: CAMPUS LIFE TRIP ROSTER
CLEARLY PRINT THE INFORMATION OF ALL PASSENGERS

Return completed trip roster and signed waivers at least three business days prior to travel date.
(If travel is on a weekend, roster and waivers are due by Noon the Wednesday before travel.)

Organization Name: _____ **Number of People on the Trip:** _____

Name	ID #	Phone Number
1.		
2.		
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