

SPORT CLUB TRAVEL PREPARATION AND PROCEDURE





Travel Safety Preparation and Procedures

The following plan has been designed to offer Sport Clubs a guide to follow when planning travel. This plan provides information and procedures that will assist you in planning in a safe manner. For further advice and preparation on travel procedures please contact the Sport Clubs office.

Preparing for the Trip

Submit the [Pre-Travel Form](#)

Prepare a travel list containing names of all people traveling, departure and arrival times, the destination, a general itinerary, phone numbers at location and cell phone number of participants in each vehicle (not only for the traveling student to reach the university, but also for friends or family who may need to reach the traveling party). This list is to be given to a minimum of two people who will be accessible during the trip's duration.

All vehicles being used should pass a comprehensive safety inspection conducted by a qualified mechanic. In addition, the people driving the vehicle should also conduct a visual inspection to detect any obvious problems such as poor tire tread, burned out lights, or worn wiper blades. Make sure you also have the following:

- Up-to-date, detailed list of addresses for travel destination
- Include alternate routes to accommodate unforeseen circumstances (construction, accidents, weather).
- First aid kit, flares, flashlights and batteries, safety warning device, extra oil.
- Cell phone and number to emergency roadside assistance.
- Have the phone number and location of area hospitals of the destination, if possible.

General Travel Risk Management Plan

- Determine the distances to be traveled; there should be at least two drivers for every 500 miles to be driven.
- Plan the routes, hotels, and rest stops you will be using. Along with starting and ending times of events club is traveling to.
- Account for captain's/coach's meetings, traffic, and weather delays as you travel.
- Determine the type and number of vehicles necessary for the correct number of travelers as well as equipment and personal baggage.
- Ensure all drivers have a valid driver's license and have the reputation as a safe driver.
- Plan how the group will communicate and control the trip (buddy system, messages).



Before the Trip Check List: At least one month before

- Get cost estimates for all reservations, rentals, gas, etc.
- Schedule a pre-trip meeting with club members who will be attending the trip.
- Make reservations with hotels, car rental companies, and record reservation numbers.
- Collect information from club members if they need notification from the Sport Clubs Office to professors/instructors that travelers will be missing classes.

Week Prior to the Trip

- Review itinerary and contact all travelers to provide trip details, discuss Standard of Conduct, and answer questions.
- Plan a buddy/communication system to make sure no one gets lost and hold club members accountable.
- Receive Inventory first aid kit from the Sport Club Office (optional)
- Receive your emergency contact list from your club liaison
 - If you do not receive this within 24 hours of departure, contact your liaison immediately.
- Confirm reservations with hotels and vehicle rental company.

Day Prior to the Trip

- Check road and weather conditions for trip.
- Pick up vehicle, do a visual check of lights, tires, etc. and check all fluids.
- Load van or trailer: equipment, first aid kits, maps, alternate routes. (Making sure that they are accessible if there is an emergency).

Day of Trip

- Do a participant roll call.
- Put trip folder containing participant information, directions, maps, phone numbers of destination, emergency numbers, and cell phone numbers of other ns (if applicable), etc. in vehicle.
- Double check maps, alternate routes and cellular phone, if available.
- Record the mileage of vehicle before departure. Drive safely at or under speed limit.



Post Trip

- Complete [Post-Travel form](#)
- Complete all vehicles required based on the means of transportation utilized on your trip.
- Reimbursement Process:
 - In the Post-Travel Form, provide the First name, Last name, and UFL email of all travelers that are approved for Reimbursement.
 - Each email listed will be provided a docusign via email to complete the Travel Reimbursement form which must include all receipts attached to the document.
 - This document must include all required details for Reimbursement including what the expense is, how much, etc.
 - Please review all steps carefully in the Reimbursement form as any incomplete details will be sent back.

Types of Vehicles Listed below are the basic means of traveling available to student groups and the advantages or disadvantages associated with each.

1. Personal Automobiles: The most flexible and possibly least expensive method, with fewer arrangements necessary. The individual driver is responsible for passengers who may have limited control over their driver's actions. Drivers should carry their own insurance to cover liability. While private automobiles provide a very cost effective means of transportation, there are disadvantages to this means of transportation. Liability issues must be considered. Be sure of the following safety measures:
 - a) Individuals traveling in private vehicles understand that it is at their own risk. If you are involved in an accident, make sure any injured persons get the requisite medical treatment.
 - b) The designated drivers have experience and are licensed to drive the vehicle. The vehicle and its driver have appropriate insurance
 - c) The vehicle has been adequately serviced with preventative maintenance and check-ups. The mileage of the trip is offset with meal breaks, sleep time, etc.
 - d) You have an emergency plan in case of breakdowns or accidents.
 - e) Alcohol and/or drugs are not a part of your drivers or the trip participant's experience.
 - f) You follow the rules and safety tips provided in your driver's manual. When in doubt, use common sense when you drive.
2. Rental Vans: The renter must pay for insurance and assumes liability through the vehicle renter. Usually you must pay in advance or at the time of rental; you must reserve in advance usually requiring a written agreement.
3. Commercial Carrier with a Driver (bus, van): The carrier provides its own insurance and assumes liability. It may be the most expensive method, usually requiring payment in advance or a deposit. You must arrange reservations in advance, usually requiring a written agreement. This method presents the lowest level of liability to your organization.