

**Willamette University**  
**Student Travel Procedures & Best Practices for the Advisor/Coach**  
**Revised 10-31-06**  
**Effective 1-1-01**  
**Updated 8-5-05**

## **Student Travel Procedures**

1. A Trip Form is completed, signed and filed in Campus Safety by the advisor or coach accompanying the students on the trip (referred to as the Trip Leader). If the advisor or coach is not accompanying the students on the trip, he/she will select a student to serve as the trip leader and insure that the form is completed and filed in Campus Safety **prior to departure**. Any trip deviations must be reported to Campus Safety immediately in writing or by phone. Trip Form paper copies are available in the Office of Student Activities or online at <http://www.willamette.edu/dept/safety/>.
  
2. In order to serve as a driver for travel in a University or leased vehicle, a person must meet the following qualifications:
  - a. Current Willamette University employee or student
  - b. Possess a valid U.S. driver's license.
  - c. Passed online training test, available at <http://www.willamette.edu/dept/safety/parking/safedriver/>
  - d. Possess a driver's record that meets Willamette's requirements (monitored by Campus Safety). *Checking the driving record can take up to 7 days, so plan accordingly.*
  
3. Private vehicle use is discouraged.
  - a. If it is necessary to use a private vehicle for university sponsored trips, a valid driver's license, proof of insurance and signed trip form must be furnished to Campus Safety during regular business hours (Monday-Friday, 8am-5pm).
  - b. Willamette University insurance covers only University owned, leased or rented vehicles driven by a university authorized driver; it does not cover personal vehicles or accidents or injuries that result from the use of a personal vehicle. The vehicle owner's insurance is the primary coverage for any accident or injury related to, or involved with, the use of their vehicle, even if it is being used for a purpose that supports the University.

## **Pre-Departure Trip Meeting**

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 the vehicles.
2. Participants should carry little cash (travelers checks recommended) and leave valuables at home
3. Trip leader has authority to return a participant home in the event of misconduct or medical emergency
4. The policies contained within the *Willamette Selected Policies Manual* are in effect and enforced– alcohol, drugs, conduct, sexual harassment, etc.
5. Students should avoid going anywhere without another person (“buddy system”).
6. Curfew for overnight trips (recommended, but coach/advisor’s discretion)
7. Student participants shall sign appropriate waivers.
8. Decision on whether to travel in bad weather is not influenced by class schedules for the next day.
9. 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 teams that travel regularly, the advisor or coach should carry this information as well.
10. Inform student participants of emergency procedures should an accident or student injury occurs. At this time, a back-up trip leader will be selected in case the trip leader is unable to enact these procedures during the trip.

## **General Travel Best Practices**

1. Maps are obtained and travel routes are determined before the trip.
2. No driver should drive more than three (3) hours per shift and each driver should take at least a two (2)-hour break between driving shifts.
3. Travel should be interrupted, postponed, or cancelled 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 1:00 AM without prior approval of the department head (i.e., Director of Student Activities, Director of Athletics, Department Chair, etc.).

## **Student Travel Accident & Emergency Procedures**

All accidents in University or State Motor Pool vans are to be reported to Campus Safety. Failure to report the accident within 24 hours may result in a charge back to the department using the vehicle for any insurance policy deductibles. If using a State Motor Pool van, you must also complete the accident report form in the blue packet provided by the motor pool.

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, probably 911.
2. Trip leader then contacts Campus Safety 503-370-6911
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.
4. Once the students have officially been released from the hospital or if they refuse care, Campus Safety officers or assigned University personnel will escort each student back to campus and his/her residence hall.