TRAVEL CHECKLIST

MANAGING TRAVEL
For each type of trip, identify the following:

• Who decides whether the trip will be made?
• Who selects the mode of transportation?
• Who will be responsible for supervision of children/teens?
• Who, if anyone, oversees safety?
• Who can cancel the trip?
• Who has primary responsibility in an emergency?
• How children/teens will be transported to their homes.

TRIP PLANNING
• Know who’s traveling, where, and when. Keep a roster of individuals participating in a trip, particularly a long journey.
• Ensure that required permission slips are completed and on record.
  o Waiver of Liability
  o medical insurance information
  o specific permission to participate in trip
  o emergency contact information for all participants including cellular phone numbers for parents or guardians.
• All adult chaperones should have access to the required permission slips at all times during the trip.
• Programs should record information such as [See Travel Itinerary Form]:
  o exact destination
  o trip itinerary
  o departure and return dates and times
  o destination contact person and phone number
  o an accurate roster of participants
  o emergency contact information for all participants’ including cellular phone numbers for parents or guardians.
• For longer road trips, plan travel routes in advance.
• Gather adequate maps and directions.
• Carefully develop and become familiar with the driving route.
• Since speed is a contributing factor in many accidents, consider requiring drivers to allot a generous amount of time for any trip.
• Consult with University Transportation Services regarding U-M vehicles available for lease or Procurement for recommended transportation services providers (e.g., charter bus companies).

DRIVER SELECTION AND TRAINING
• For younger drivers (under 21), consider requiring driver orientation or completion of a driver training program or orientation. The National Highway Transportation Safety Association has documented that driver age correlates with fatal accident rates.
• Driver’s License: Possession of a valid and unrestricted driver’s license is a requirement to drive on behalf of the University.

Motor Vehicle Record: A review of a person’s driving record is a requirement to drive on behalf of the University. Motor Vehicle Record checks will be completed by University Transportation Services for all persons driving University vehicles. For persons driving privately-owned vehicles, a certified Motor Vehicle Record from the State of Michigan Secretary of State must be provided. For information about obtaining a certified driving record, refer to: michigan.gov/sos/0,1607,7-127-1627_8996-107635--.00.html
• Close scrutiny should be undertaken prior to allowing driving on behalf of the institution if any of the following are demonstrated:
  o Six or more traffic violation points under state law (or converted from other states’ point systems).
  o Any chargeable accidents within the past 24 months.
  o Any convictions for driving under the influence of alcohol or drugs or other major violations, such as reckless driving, hit and run, driving with a suspended license, or fleeing from a police officer.
• Unauthorized drivers are prohibited from driving University vehicles.
• Require drivers to advise the University if their driver’s licenses are suspended or revoked.

EMERGENCY PREPARATIONS AND RESPONSE
• All vehicles used for University-sponsored programs should contain:
  o Vehicle registration card.
  o Insurance identification card.
  o Instructions on emergency repairs.
  o Instructions for accidents, including campus contact phone numbers.
  o Accident report form and pencil or pen.
  o Cellular telephone.
  o Jack and spare tire.
  o Flashlight.
  o Jumper cables.
  o Fire extinguisher.
  o First aid kit.
  o Triangle reflectors or flares.
  o Blanket.
  o Disposable camera.
  o Snow brush and ice scraper, if appropriate.
• Decide in advance how a group should address mechanical problems that develop during a trip. Trip leaders should carry enough cash or credit to resolve any problems that arise.
• Advise drivers how to report vehicle operating problems and accidents.
• Know in advance where to obtain treatment for medical emergencies and who will be responsible for supervising injured/ill children/teens.
ALCOHOL AND DRUGS
- Alcoholic beverages are not allowed in any vehicle owned by, rented by, leased by, chartered by, in the custody of, or under the control of the University at any time.
- Drivers are responsible for ensuring that no alcohol is carried onto any vehicle under their control.

VEHICLE MAINTENANCE AND DOCUMENTATION
- No vehicle should be used if it has visible physical damage. Some damage may appear cosmetic but actually mask more serious problems. Have a qualified mechanic inspect any damaged vehicle.
- Inspect tires. Underinflated and worn tires are a leading cause of traffic accidents.
- Brakes should be in good working order.
- Headlights, taillights, and brake lights, including bulbs should be operational.
- Windshield should allow for clear, unobstructed vision.

SAFE DRIVING PRACTICES
- Driver fatigue is a leading cause of traffic accidents in the United States. The warning signs of fatigue include:
  - Forgetfulness.
  - Impaired decision making and communication.
  - Slow reaction times.
  - Staring ahead instead of scanning surrounding conditions.
  - Drooping eyelids.
  - Close calls, such as drifting into another lane or not maintaining a safe following distance.
- Limit the number of hours a driver can be behind the wheel without a break or during a 24-hour period.
- Consider prohibiting driving between 11:00 pm and 6:00 am without prior approval. Approval should only be granted with assurances that provisions have been made to reduce and relieve driver fatigue.
- Alcohol consumption is closely linked to drowsy driving. Absolutely no alcohol consumption is allowed.
- Drivers should stop driving as soon as possible when fatigue sets in. Driver alertness requires a nap. Techniques such as turning up the radio, rolling down a window, and slapping or pinching oneself are not effective counter measures to deteriorating driving performance. Consuming caffeine during a rest break can increase alertness for a brief period. But a very sleepy driver can, caffeine notwithstanding, succumb to dangerous “micro-sleeps” lasting a few seconds.

SEAT BELTS AND CAR SEATS
Lap and shoulder belts, when used together properly, reduce the risk of fatal injury to front-seat passenger car occupants.
- Establish a seat belt policy that requires anyone traveling on a University-sponsored trip to use a lap and shoulder belt.
- The number of passengers in a vehicle cannot exceed the number of working seat belts.
- If you are not using a licensed commercial transportation service, ensure that each driver complies with Michigan’s Child Passenger Safety Law - [http://www.michigan.gov/msp/0,4643,7-123-64773_22774---,00.html](http://www.michigan.gov/msp/0,4643,7-123-64773_22774---,00.html)

DRIVER DISTRACTIONS
A leading cause of automobile crashes each year involves distracted drivers. Drivers must pull over to use a cell phone or to eat. Common distractions include:
- eating
- adjusting stereo or climate controls
- grooming
- talking to passengers
- cell phones/texting

TRAILERS
The addition of a trailer changes how a vehicle handles.
- Match the towing vehicle and trailer. Check the manufacturer’s specifications for both the towing vehicle and the trailer.
- Use a proper hitch, particularly a weight distribution hitch and active sway-control equipment.
- Federal law requires trailers to have tail lights, brake lights, side marker lights, turn signals, and side and rear reflectors. Some trailers also have reverse lights.
- Tire safety. All trailer tires should be of the same type and construction. Tires on the towing vehicle may require higher pressure when carrying loads, especially heavy ones.
- Load a trailer properly.
- Stay within the trailer’s weight rating.
- Stay within the towing vehicle’s weight rating and the total combined rating.

INCLEMENT WEATHER
- Check the forecast before departing.
- Develop a mechanism for making sensible determinations about trip cancellation. For weather problems that develop during a trip, be prepared to absorb the cost of an overnight stay if weather impedes a safe return to campus.

MISCELLANEOUS
- Ensure that front-seat passengers are appropriately seated to avoid airbag injuries.
- Traffic and parking tickets are the responsibility of the driver, not the University.
- Transportation of hitchhikers, family members, or other people not involved in the approved activity is prohibited.

PRIVATELY OWNED VEHICLES
- The preferred car and minivan transportation provider is University Transportation Services. Utilizing vehicles obtained through the U-M includes coverage under the University’s insurance policy. [pts.umich.edu/um_vehicles_services/fleet.php](http://pts.umich.edu/um_vehicles_services/fleet.php) or 734-764-3427.
- Authorized adults may drive their personal vehicles for approved outings but this is highly discouraged.
- Proof of liability insurance, a statement of a recent safety check, and written confirmation of the vehicle owner’s permission to use it for University activities should be obtained.
- Under the State of Michigan No-Fault Insurance Act, insurance is the responsibility of the vehicle owner.
- In the event of an accident, the owner, driver, and passengers of private cars assume liability.