



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:
 - o Forgetfulness.
 - o Impaired decision making and communication.
 - o Slower reaction times.
 - o Staring ahead instead of scanning surrounding conditions.
 - o Drooping eyelids.
 - o 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 - michigan.gov/msp/0,4643,7-123-72297_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. ltp.umich.edu/fleet/ 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.