

STUDENT ORGANIZATION TRAVEL RECOMMENDATIONS



STUDENT LIFE
& LEADERSHIP

Student organizations travel for many purposes, including conferences, retreats, service work, competitions and for fun! However, it is important to remember that there is risk associated with any travel. With proper risk management, your student organization can reduce these risks. It is imperative that student organizations consider and plan for the safety issues associated with an event or activity involving travel.

Student organization travel should not be required of the organization's members unless it is fundamental to the purpose of the organization, or otherwise critical to its mission or goals. Some examples of travel that may be fundamental to the organization's purpose or critical to its mission may include, but are not limited to, debate teams, sport clubs and groups organized largely for the purpose of engaging in state, regional or national academic or athletic competitions.

The following recommendations are intended to assist student organization leaders in planning for and engaging in travel. The definition for travel used here includes any event or trip that is overnight or takes place more than 50 miles from campus. As you plan, note that considerations for international travel will be more involved, and involve registering with [UNC Global](#).

Considerations for Planning

As you plan your trip, it is important to consider the necessity and goals of the trip, as well as to plan in advance to ensure a successful, safe, and stress-free trip. Below are some items to consider as you plan, though this list is not exhaustive:

- How the proposed travel relates to the purpose and guiding principles of the organization. Is the trip of benefit to the organization and its members? Is it financially feasible?
- Travel should be scheduled so that it does not create an unnecessary interference with a student's academic responsibilities. Student organization travel does not constitute an excused absence from class; each traveler is responsible for notifying their faculty members and arranging to make up any work that is missed.
- It is recommended that the group designate one student who is traveling with the group as the trip leader. The trip leader is the main point of contact for the trip and is responsible for keeping related itineraries and records, as well as ensuring the group follows all established policies and procedures while on the trip. In addition, the trip leader is responsible for notifying the appropriate parties in the event of an emergency (see "Emergency Procedures").

Documents to Collect in Advance

- Drivers and Insurance: Will the group be travelling by vehicle? If so, all students who operate vehicles during travel are required to have a valid U.S. driver's license for the vehicle being driven with appropriate classifications, restrictions, and/or endorsements. Drivers should have a clean driving record. If personal vehicles are used, the owner of the vehicle is responsible for maintaining insurance

on that vehicle in accordance with minimum statutory insurance requirements. The organization should collect documentation of insurance for drivers.

- **Waivers:** It is strongly recommended that each traveling participant sign a waiver form that says they understand and accept the risks associated with the travel activity. Waivers need to specifically describe the time and place for each event and must include language that clearly states that the participant understands the risks involved in the activity. For more information and assistance in preparing a waiver, contact Carolina Student Legal Services at 919-962-1303 or csls@unc.edu.
- **Emergency Contacts and Travel Roster:** The group should maintain a list of travel participants that includes name of each participant, PID, phone number, health insurance and emergency contact information. The trip leader should make sure that this information is correct and accessible.

Travel by Vehicle

The following information addresses state and local regulations regarding traveling by vehicle, as well as additional safety recommendations.

- The maximum number of people in any vehicle must not exceed the number of seatbelts in the vehicle.
- All vehicle occupants must wear seat belts at all times while traveling.
- The number of drivers required may vary depending on the distance and duration of the trip.
- It is recommended that each driver drive a maximum of 4 continuous hours followed by a minimum 2-hour break.
- Each driver should not drive more than 10 hours over a 24-hour period.
- It is recommended that someone be in the front passenger seat and stay awake at all times to assist with navigation and trip safety such as making sure the driver remains alert.
- Drivers must obey traffic laws and regulations, including posted speed limits, and use reasonable and safe driving practices at all times.
- Drivers must abide by university policies and any applicable federal or state regulations that govern individual actions including, but not limited to, ethical behavior, financial responsibility, alcohol and drug use.
- No alcoholic beverages or beverage containers (open or closed) should be present in the vehicle. Drivers should not consume alcohol within 8 hours before driving for student organization activities.
- The use of cell phones and other communication devices such as walkie-talkies while driving is hazardous. If one must use a device while driving, only hands-free units should be used. Drivers should stop and park the vehicle to use any other devices.
- It is recommended that travel does not take place between 12:00 a.m. and 5:00 a.m.
- Drivers must assume responsibility for seeking information about weather and safety conditions. In the event of adverse weather or other factors that affect the ability to drive safely, drivers are expected to use good judgment and take appropriate safety measures in observance of travel warnings as issued by the highway safety authorities or weather advisory services.
- **Remember:** as the driver of the vehicle, you are responsible for the safety of your passengers.

Emergency Procedures:

In the event of a motor-vehicle accident, the trip leader should:

- Stop immediately and notify the proper law enforcement agency and/or emergency medical services (911). Inquire with the responding law enforcement officials about how you can obtain the police report number.
- Obtain the following information from the driver(s) of other vehicles involved in the accident:
 - Name and contact information
 - Driver's license number
 - Automobile insurance information
 - Make, model, year, color, and license plate number of vehicle
 - Record the names, addresses, and contact information of any witnesses.
 - Notify the organization's advisor (if not traveling with the group) as soon as possible.
 - If the accident occurs in a rented vehicle, contact the rental vendor with the details of the accident and a number at which the driver can be reached. The accident must be reported regardless of who is at fault.

In the event of any other incident (medical emergency, student arrest, missing person, etc.), the trip leader should:

- Notify the proper law enforcement agency and/or emergency medical services (911) if necessary.
- Notify the organization's advisor (if not traveling with the group) as soon as possible.
- Notify a participant's emergency contact if necessary.

Travel Participant Behavior

While traveling, participants are bound by the Student Code of Conduct and all University policies, as well as all applicable laws. Failure to abide by these policies and violations may subject participants and sponsoring organizations to University review and disciplinary action.

International Travel

As you plan, note that considerations for international travel will be more involved. Any group planning to travel internationally should review the information regarding preparing for and registering international travel found at [UNC Global](#).

Questions and More Information

If you have questions as you plan your travel, please consult with Carolina Student Legal Services or contact the Office of Student Life & Leadership:

Carolina Student Legal Services: 3512 FPG Student Union; 919-962-1303, csls@unc.edu

Student Life & Leadership: 2501 FPG Student Union; 919-962-1157, studentorgs@unc.edu