

SOUTHWESTERN UNIVERSITY

University Sponsored Student Travel Checklist

This Travel Checklist is to be utilized for all sponsored/funded student trips. This form must be completed and submitted to the Director of the sponsoring/funding department at least 5 business days prior to departure for Southwestern University to officially recognize your activity.

Event Information

Date Submitted _____ Person completing form _____

Organization _____ Event _____

Date(s) of event _____ Destination _____

Method of Travel _____ Distance from SU _____

Site Phone # _____ Site Contact Person _____

Depart: Day _____ Date _____ Time _____ Return: Day _____ Date _____ Time _____

Trip Leader(s) and Mobile Phone #(s) - (include all drivers) _____

Nearest Hospital at Destination _____

Travel Checklist Questions

- Will a(n) SU vehicle(s) be used for the trip? Yes No
- Will a(n) Enterprise vehicles be used for the trip? Yes No
- Will one or more private vehicles be used for the trip? Yes No
- Have all drivers completed the University's Van Driver/Vehicle Safety Training Course? Yes No
- Are all drivers authorized by SUPD (per SU's driver record review process)? Yes No
- Will any travel by car/van occur at night? Yes No
- How many vehicles will travel together as a caravan? 1 2 3 4
- Have all traveling students been informed of the departmental policies and procedures regarding traveling outside of the travel plans listed on this form? Yes No
- Have all passengers been notified that they must wear seat belts while vehicle(s) is moving? Yes No
- Have all drivers been notified that they should never pick up any additional passengers? Yes No
- Have all trip participants been notified that the transportation and/or consumption of drugs or alcoholic beverages on University sponsored trips is not allowed? Yes No
- Have all drivers been notified to stop every 2-3 hours for a break of at least 15 minutes outside the vehicle? Yes No
- Have all drivers been notified that the travel limit for SU student organizations is 6 hours of driving/day? Yes No
- Have all drivers been encouraged to change drivers as necessary to avoid fatigue? Yes No

- If using private vehicles, does department have copies of all drivers' auto insurance? Yes No
- If using private vehicles, provide the owner's name, license plate # and inspection date (see windshield sticker of TX vehicles)

Owner of Vehicle	License Plate #	Inspection Due Date

Additional questions for Sport Club Trips Sponsored by SIRA:

- Has the Sport Club's first aid kit been checked for completeness? Yes No
- Does the first aid kit include emergency information and medical history forms for everyone? Yes No

Lodging Information

If spending the night, list overnight lodging place for each night:

Place	Address	Phone #
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Place	Address	Phone #
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Travel Roster Information

In alphabetical order, please list all students, faculty, staff, advisors and/or other University personnel traveling on the trip. Please designate those who plan to drive by placing an asterisk '*' next to the person's name, designate those who wish to travel outside of this plan by circling the person's name.

Note: *All those individuals traveling separately will need to submit a Travel Release Form at least 48 hours prior to departure. Anyone submitting a Travel Release must meet to discuss his/her travel plans with SU faculty/staff member receiving this form before such a Travel Release can be approved.*

1. _____ 11. _____

2. _____ 12. _____

3. _____ 13. _____

4. _____ 14. _____

5. _____ 15. _____

6. _____ 16. _____

7. _____ 17. _____

8. _____ 18. _____

9. _____ 19. _____

10. _____ 20. _____

Below This Line For Office Use Only

Please forward a copy of this completed form to following offices:

____ Dean of Students (Always Required)

____ Department Chair (Travel Sponsored by Academic Departments only)

____ SUPD (Always Required)

____ Provost (Travel Sponsored by Academic Departments only)

Contact Information for Sponsoring SU Department:

Dept: _____ Dept. Contact: _____ Contact Phone: _____

Clery Act Checklist – Were SU funds used for trip? _____ Did students spend one or more nights? _____

If yes to both questions, then insert date Clery Google Form was completed _____

Revised April 2017