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 _______________________________________________________

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Travel Checklist Questions

• Will a(n) SU vehicle(s) be used for the trip? Yes No

• Will a(n) Enterprise vehicle(s) 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)

<table>
<thead>
<tr>
<th>Owner of Vehicle</th>
<th>License Plate #</th>
<th>Inspection Due Date</th>
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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:

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<tr>
<th>Place</th>
<th>Address</th>
<th>Phone #</th>
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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.

Notes: #1 - Students traveling separately from the group will need to submit an Alternate Travel Waiver at least 48 hours prior to departure. A student who submits a Travel Waiver must discuss their travel plans with SU staff member receiving this form before the Travel Waiver can be approved.

#2 – All students listed below will be emailed a Pre-Trip Agreement (as a Google Form) that must be completed 3 days prior to departure.

1. ____________________________________________
2. ____________________________________________
3. ____________________________________________
4. ____________________________________________
5. ____________________________________________
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12. ____________________________________________
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16. ____________________________________________
17. ____________________________________________
18. ____________________________________________
19. ____________________________________________
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: ____________________

Clergy 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 August 2019