

Castleton Travel Safety Policy

It is the policy of the college that all Castleton group trips must provide a travel safety plan for review. Trip leaders should develop travel safety plans in initial consultation with the responsible administrator (Director of the Robert T. Stafford Center for Support and Study of the Community for community service trips; Associate Dean of Athletics and Recreation for athletics team and club trips; Dean of Students for student club trips; or Associate Academic Dean for faculty-led trips). Travel safety plans must receive approval from the Travel Safety Committee prior to any advertising, registration, fundraising, or major purchases associated with an anticipated trip.

Procedures

1. The list of potential participants must be reviewed by the Dean of Students. Only those in good social and academic standing may participate.
2. Copies of the Emergency Contact Summary Sheet must be left with Public Safety and the relevant administrator. The trip leader also carries a copy.
3. The Castleton standard travel waiver form must be signed by all members and a copy left with the relevant administrator. Additional risks specific to a particular trip should be identified if appropriate.
4. A Castleton trip leader's role and responsibilities include the following:
 - a. Carry and be able to act on emergency contact & health information for all members
 - b. Understand and be able to act on disciplinary and emergency procedures as an agent of the college
5. A "Travel Code of Conduct" or "Group Agreement" must be in place for each trip and contain the following minimum elements:
 - a. Written and signed by all members
 - b. Note that all existing college policies and Castleton Code of Conduct also apply during trip
 - c. Additional requirements may be applied at discretion of trip leader, responsible administrator, or travel review committee (e.g. no alcohol, members must remain with group activity or use "buddy system" at all times)
 - d. Failure to comply with the group agreement may result in dismissal from the program; all costs associated with dismissal will be borne by the participant.

The following are additional considerations and potential requirements to be determined by the trip leader(s) and Travel Safety Committee as appropriate:

6. Application procedures, including minimum GPA, academic or personal references
7. Supplemental travel and/or emergency medical insurance
8. Background health information (relevant conditions, medications, etc) to be collected by trip leader
9. Pre-departure orientation meeting
 - a. recommended elements, sample activities
 - b. review specific safety risks/challenging conditions
10. (For international travel) review of State Department travel advisories
11. Number/role of trip leaders appropriate for group size