

Castleton Travel Safety Checklist

Leaders of group trips need to be aware of the following responsibilities and procedures:

Responsibilities of Trip Leaders

- Hold at least one orientation meeting with all participants prior to departure.
- Consult regularly with the relevant administrator (Deanna Tyson for athletics trips, Chrispin White for service trips, Dennis Proulx for student club trips, Jonathan Spiro for academic courses).
- Collect, carry, and be able to act on emergency contact and health information for all participants.
- Understand and be able to act on disciplinary and emergency procedures as an agent of the college.

Procedures

1. Inform the relevant administrator as soon as you know you will lead a group trip. The administrator will schedule a meeting of the Travel Safety Committee.
2. Meet with the Travel Safety Committee to review your itinerary, budget, application procedures, travel forms, supplemental travel and/or emergency medical insurance, specific safety risks/challenging conditions, State Department travel advisories, fleet licenses, and your role as trip leader.
3. Send the list of potential participants to the Dean of Students. Only those in good social and academic standing will be approved to participate.
4. Collect signed **Travel Health Forms** from each participant.
5. Collect signed **Travel Waiver Forms** (modified if necessary to address the risks specific to your trip) from each participant.
6. Provide copies of these forms to Public Safety and the relevant administrator:
 - ___ Itinerary
 - ___ Travel Health Forms
 - ___ Travel Waiver Forms
7. Immediately prior to departure, have each participant review and (if necessary) update their Travel Health Form.
8. Take copies of these items on the trip:
 - ___ Itinerary
 - ___ Travel Health Forms
 - ___ Travel Waiver Forms
 - ___ Passport numbers
 - ___ Phone number for Public Safety and the relevant administrator
 - ___ (for international travel) International cellphone (from Academic Dean's office)