

TRIP POLICY

I. Applicability

1. This policy is applicable to all students and staff participating in College sponsored extra-curricular trips that are outside the local Allentown area (15-mile radius from Campus).
2. The policy addresses student, staff, or organization sponsored trips using commercial transportation or College owned vehicles.
3. Other organizations may also have supplemental policies. These policies must be reviewed by the Dean of Students and Treasurer Offices.
4. Trips for credit programs outside the continental United States must consult with the Dean of Global Education.
5. Non-credit trips outside the United States must be reviewed by the Treasurer's Office prior to booking any arrangements.
6. The College Vehicle Transportation Policy establishes criteria for use of vehicles, allowable destinations, qualifications of drivers, and other responsibilities.

II. Definitions

All extra-curricular trips outside the local Allentown area must have a designated Advisor and Trip Coordinator.

- A. Advisor** - The faculty or staff member that is sponsoring the trip and/or acting in an advisory capacity on behalf of the organization sponsoring the trip. The Advisor is responsible for designating a Trip Coordinator and instructing that person of their responsibilities and for preparing and distributing trip related materials.
- B. Trip Coordinator** – The Advisor or individual appointed by the Advisor, responsible for handling all the administrative duties of the trip, emergencies, or missing persons. The Trip Coordinator travels with the trip participants.

III. Arranging Transportation

1. The Advisor or Trip Coordinator contacts commercial transportation or reserves a College vehicle.
2. College vehicles are reserved through the College's Shuttle Services Coordinator. The College fleet currently includes a 48-passenger bus, 32-passenger bus, 14-passenger minibus with 2 wheelchair positions and lift, 12-passenger vans, 7-passenger vans, and a 4-passenger van with 2 wheelchair positions and lift. Usage of the vehicles is heavy, so advanced scheduling and inquiry will aid in your planning and preparation. Only certified drivers (Muhlenberg students or employees) may drive College vehicles (**some restrictions apply**). The College Vehicle Transportation Policy provides further details on reserving and using College vehicles.

IV. Procedures

- A. The Advisor or Trip Coordinator sponsoring any trip off-campus (either using a College vehicle or a van or commercial bus) will be responsible for providing the following information to the Department of Campus Safety prior to departure from campus by completing the "Van or Bus Trip Registration Form".**
 1. The name and telephone number of the Advisor and the Trip Coordinator.
 2. The bus/van company's name and phone number. Driver's name and bus/van number.
 3. Departure time and departure location from campus.
 4. Location of destination and estimated arrival time.
 5. An attendance roster taken immediately before the bus/van leaves the College must be dropped off at the Campus Safety Office. The Trip Coordinator also takes attendance prior to the return trip, and notifies Campus Safety of any students not yet in attendance (see Emergencies, IV.D.)
 6. Full list of individuals that do not plan to return to campus with the group.
 7. Full list of individuals that plan on meeting your group at the destination.
 8. Place, time of departure, and estimated time of arrival back to campus.
- B. The Advisor or Trip Coordinator is responsible for preparing and distributing the materials listed below to the trip participants prior to departure from campus:**

1. A statement of the participant's responsibility during the trip, for recording on the sign up sheet plans not to return with the group, or for notifying the Department of Campus Safety immediately if they miss the bus/van for the return trip.
 2. A travel schedule and notification that the bus/van will leave promptly for the return trip.
 3. A commercial bus schedule for the tardy, city maps, the College Campus Safety telephone number, and other materials designed to facilitate the individual's travel.
 4. Tickets, if necessary.
- C. Participants must travel with the group unless they notify the Advisor *in writing in advance* of the trip of their plans to travel independently and that arrangement is acceptable. All participants, *without exception*, must check in with the Trip Coordinator at the point of departure for the trip and at the time of the return trip.**
1. Independent travel is not allowed without a written release from the Advisor. Students who travel independently must check in with the Trip Coordinator at the point of arrival, and meet other conditions specified by the Trip Coordinator.
 2. Under all circumstances, if a student is driving his/her own vehicle, their personal auto insurance will provide primary liability coverage for the student, even if they are driving to or from a College-related trip. The College's liability insurance will respond on behalf of Muhlenberg College, should the college be named in a suit. The student has no coverage under Muhlenberg's policy while operating their own vehicle. Physical damage to the student's vehicle will be covered exclusively by their personal auto insurance. If the College is named in a lawsuit involving one or more students, College insurance coverage will protect the College. In short, the College is protected when a student uses their private vehicle to transport others on College sponsored activities. Every student is required to complete "**Student Driver Responsibility Acknowledgment Form**" before using their own vehicle. Passengers in private vehicles need to complete "**Passenger Independent Travel Informed Consent Form**". The forms can be obtained by visiting: <https://www.muhlenberg.edu/offices/deanst/services/trippolicyrequirements/>

D. Emergencies

1. If the bus/van breaks down in route to the trip destination, the Advisor or Trip Coordinator should:
 - (a) Contact Campus Safety at (484) 664-3112
 - (b) Give Campus Safety the approximate location and what steps the bus company is taking to remedy the situation.
 - (c) Update Campus Safety at 1 hour intervals regarding the status, if possible.
2. If the bus/van has an accident the Advisor or Trip Coordinator should:
 - (a) Contact Campus Safety immediately.
 - (b) Provide the approximate location of the accident as well as the seriousness of the accident.
 - (c) Update Campus Safety at 1/2 hour intervals regarding the accident if possible.
3. Medical Emergencies
 - (a) Call 911 for emergency health services should a student become ill or injured on the bus/van or at the destination.
 - (b) The Trip Coordinator will appoint a designee to accompany the ill/injured person to the health care facility.
 - (c) Upon arrival at the health care facility, the designee will contact the Department of Campus Safety at (484) 664-3112. They will advise the dispatcher of what happened and give the dispatcher a phone number at which they can be reached.
 - (d) The designee will stay at the health care facility until the student is released or they are advised by the Dean of Students, or designee, regarding other actions to take.
4. Missing Persons
 - (a) Participants must understand that they need to report to the assigned location for departure. Failing to report or contact the Advisor or Trip Coordinator will delay the departure no longer than 15 minutes; beyond the 15 minutes, the trip will depart.

- (b) Whether or not the rider arrives during the wait, prior to leaving, the Advisor or Trip Coordinator must notify Campus Safety at (484) 664-3112. A follow-up call will be made at time of departure.
- (b) You may be advised that the students has already called or be given other information.
- (c) In all cases of emergencies, the dispatcher will notify the Director of Campus Safety and the Dean of Students or designee.

NECESSARY FORMS CAN BE OBTAINED BY VISITING:
<https://www.muhlenberg.edu/offices/deanst/services/trippolicyrequirements/>

List of Important Names and Numbers

Transportation/Shuttle Coordinator Office Phone (484) 664-3449
Dean of Students Office Office Phone (484) 664-3182
Campus Safety – Emergency (484) 664-3110
Campus Safety – Non-Emergency (484) 664-3112

Contact: Brenda Lakis, Associate Director of Campus Safety, 484-664-3110