Trip Coordinator Training
Fall 2014
Sport Club Travel

This session is not for Sport Club Specific Travel

Please contact Recreation & Wellness for training
BGSU Travel Initiative

• When a registered student organization desires to participate in, or sponsors an event that occurs off the campus, and participation requires vehicle use, the University is committed to promoting the safety of all participants.

• Student organization travel is coordinated through the Office of Campus Activities.

• Every student organization trip requires attendance of either the organization advisor or a trained Trip Coordinator.
What is a Trip Coordinator?

- Individual trained by the Office of Campus Activities
- Main contact person/liaison between student organization and the Office of Campus Activities
Duties of the Trip Coordinator

• Coordinate trip registration process
• Ensure that the BGSU Travel Policy and Student Code of Conduct are followed
• Prepare and respond to unforeseen/emergency situations
• Communicate with necessary University Officials, offices, and individuals
Duties of the Trip Coordinator

- Responsible for disseminating appropriate information to trip participants, transportation providers, activity venues, and accommodations.
  - Information may include trip details, participant lists, emergency contacts, potential risks, and expectations of trip participants.
- Respect and ensure confidentiality of Medical Liability Waivers and other sensitive information in accordance with state and federal law.
**Duties of the Trip Coordinator**

- Maintain travel registration paperwork during trip including:
  - Travel & Activities Guide (Travel Binder)
  - Trip Registration
  - Medical and Driver Liability forms
  - Contracts and itineraries
  - Receipts, invoices, and other financial papers related to trip
When should I register our trip?

• When you’re traveling more than 35 miles from BG
• When you’re traveling outside of the state of Ohio
• Destinations that don’t need to be registered…
  —Fostoria
  —Sylvania
  —Napoleon
  —Oregon
  —Perrysburg
  —Rossford
  —Fremont
  —Toledo
  —Wauseon
BGSU Travel Policy

• The Trip Coordinator should be fully aware of the BGSU Travel Policy and communicate appropriate information to trip participants and drivers.

• The BGSU Code of Conduct as well as any local, state, and federal laws must be followed during the course of the trip.
Traveling in Personal Vehicles

- Personal vehicles are strongly discouraged as BGSU is not responsible for vehicle condition or insurance coverage.

- All personal vehicles and related insurance information must be registered annually with the Office of Risk Management (now online).

- Only licensed drivers age 18 or above may drive a car or minivan.
Traveling in Rental Vehicles

- Drivers of rental vehicles must be at least 21 years of age.
- BGSU has a special rate with Enterprise for student organization travel.
  - BGSU students can also receive a discount with Enterprise for personal use.
- The largest vehicle that a student organization can travel in is an 8-passenger van
Insurance

• When using University owned or rented vehicles, the University provides all necessary liability and physical damage coverage.

• When using personal vehicles, the University is unable to reimburse the vehicle owner for any accident-related repairs or payment of deductibles.

• Personal vehicle owners are expected to carry liability insurance in an amount sufficient to cover any property damage or liability loss.
Driving Requirements

- Two University-approved drivers are required on trips greater than 250 miles one-way.
- Trips over 250 miles one-way, must rotate drivers.
- Drivers are prohibited from using a cell phone while driving.
- Any tickets are the responsibility of the driver.
Inclement Weather

• The Trip Coordinator should be aware of any potential weather hazards that might impact the trip.

• The University will pay the cost of an overnight stay if unexpected bad weather impedes the safe return to campus. Permission to seek extended stays due to weather conditions must be approved by BGSU Police Department.
Important Resources

• BGSU Campus Safety is the primary contact point for any emergencies and for situations that occur outside normal business hours.
  – Phone: (419) 372-2346
  – Fax: (419) 372-7841

• Any media inquiries should be directed to Marketing and Communications at (419) 372-2616.
Travel Process

Trip Coordinator

- A trained Trip Coordinator fills out Trip Registration form in OrgSync
- Each trip participant must submit a Medical & Liability Release form
- Inform OCA of any changes to travel plans or participant list

Campus Activities

- Will review trip and determine if advisor is required and provide other resources as appropriate
- Inform Trip Coordinator about status of trip and inform them when Travel Binder is ready

Trip Coordinator

- Pick up Travel Binder 24 hours before trip
- Maintain documents during travel
- Return Travel Binder and appropriate paperwork 48 hours following trip
Trip Registration Form

Must be submitted **TWO WEEKS** prior to date of travel.

- Who should submit the form?
- How do I submit the form?
- What should I do after submitting the form?
Trip Registration Form

Approved Charter Rentals:

- Lakefront Lines
- BG Airport Shuttle
- Childers
- Trinity Transportation
Medical Form & Liability Release

• Who should submit the form?
• When should they submit the form?
• What information will they need to submit the form?
• What should they do after submitting the form?
• Contains information about travel process, useful tips about relevant methods of travel, emergency response quick-guides.

• Holds trip related paperwork including registration, medical, and driver forms.

• Should be picked up from OCA 24 hours prior to trip and returned 48 hours following trip.

• If lost or stolen contact Office of Campus Activities immediately.
Questions?

- For more information contact the Office of Campus Activities.
  - (419) 372-2343
  - [http://www.bgsu.edu/getinvolved](http://www.bgsu.edu/getinvolved)