Safety Tips for Student Group Travel

The purpose of these tips is to help you have a safe and successful experience when traveling to and from activities and events. Whether your student organization is SA funded or not, you are responsible for your plans, actions, and safety. The University of Rochester does not supervise or take responsibility for you on such trips.

Pre-departure Orientation

- Student trip manager(s) must ensure that all student participants receive the following information *prior* to departure and that each traveler submits the required *Group Travel Acknowledgement, Waiver, & Release Form*. This form must be completed by each student traveler. The Pre-departure Orientation must be provided by the student trip leader in cooperation with the group’s Primary advisor.
- Your Primary advisor should know who is going, how you are traveling and on what dates, where you will be staying, and when you plan to return.
- It is recommended to notify your parent or guardian of your travel plans.
- The student trip manager(s) should have a list of participants, their cell phone numbers and email addresses.
- Equally important, you should be well-versed in whom to contact in an emergency.
- International students should work with ISO on knowing and having the proper documentation when traveling off campus.
- Be sure to have at least two forms of identification when traveling (student ID, government issued ID, credit card, etc.).
- Trip participants may wish to purchase insurance for personal equipment taken on the trip, such as cameras, video equipment, laptops, etc. Before purchasing insurance, it is suggested that students check with their parents(s)/guardian(s) to determine if an existing homeowners’ policy applies abroad and at the particular location where you will be staying.
- Bring your health insurance card with you. Bring a credit card or debit card, and some cash. Do not bring other valuables unless absolutely necessary. Make sure you have any medications or medical devices that you know you will need. Try to learn where the closest hospital is to where you will be staying.

Getting There

- The best mode of transportation is to use University Transportation or other commercial service. This eliminates the need for students to do the driving. Please contact the Transportation and Ticket Services Coordinator for more information.
- When renting a car you are covered by University insurance. When you meet with your Primary advisor or the Transportation & Ticket Coordinator you can pick up a copy of the insurance.
- If you choose to make your own arrangements with a commercial service, check to see if it has a good safety record and is insured. One way to check the safety record is by looking at the Federal Motor Carrier Safety Administration website, here: [http://www.safersys.org/CompanySnapshot.aspx](http://www.safersys.org/CompanySnapshot.aspx) Ask the service to send you proof of its insurance.
- If you choose to drive your own vehicle, understand that **you are not insured by the University**. In the event of an accident, the insurance that covers the vehicle (your own insurance, if it’s your car) is what will cover.
• If your vehicle’s insurance is paid for anyone other than you that person(s) need to know how you will be traveling and if they accept taking on any claims that might occur in case of an accident.
• Make sure you are comfortable with the condition of the car(s) that will be used, and of course, get adequate sleep, avoid drinking or taking drugs before or during the trip, and don’t text, use cellphones, or computers while driving. Obey all traffic laws and adjust your driving to weather and road conditions.
• Plan out the driving route ahead of time. Make sure you have a map, and/or a GPS device. Make sure cell phones are charged or chargeable in the car.

**Being There**

• When you are at your destination, remember that your actions may reflect on the University. You are still governed by the University of Rochester standards of conduct, which includes being subject to discipline for misbehavior ([http://www.rochester.edu/college/odos/conduct/](http://www.rochester.edu/college/odos/conduct/)). Put UR best foot forward!
• You are responsible for your own personal safety. Make good decisions about drinking, driving, being out alone at night and avoid putting yourself in risky situations. Travel with others in your group when you can.
• Stay alert to local conditions, including weather. Follow the advice of local authorities.
• **Maintain Group Cohesion.** Remember that program/project activities take priority over personal interests.
  a) Be polite and listen to one another.
  b) Respect each other and local people.
  c) Honor diversity and differences within the group.
  d) Attack the problem…not each other.
  e) Look for compromises.
  f) Be aware of stress related to group travel.

**What to do in an Emergency**

• If you are in an accident, or someone in your group is hurt or becomes ill, use your common sense to take steps to protect yourselves and others.
  1. Call the police or fire department. You need to get an incident documented by authorities.
  2. Do not leave a person alone who is sick or hurt.
  3. As soon as you are able to do so safely, call University of Rochester Public Safety at 585-275-3333, and ask that they contact the [Campus Emergency Dean](http://www.rochester.edu/working/hr/policies/pdfpolicies/263.pdf).

Please remember, every registered UR student is covered by Medex for certain travel-related accidents and expenses. Visit [http://www.rochester.edu/working/hr/policies/pdfpolicies/263.pdf](http://www.rochester.edu/working/hr/policies/pdfpolicies/263.pdf) to review information about the coverage, and print off and carry the Medex insurance card that is on the website. Everyone in your group should carry that card.

If not covered by the University's Student Health Plan, student travelers should verify that their family health insurance plan covers their medical expenses. If it does not, student travelers are required to purchase supplemental health insurance for travel abroad. Student travelers should review their health plan’s claim filing procedures for coverage abroad and make sure they carry their health plan ID card with them. It is also advisable for participants to scan health plan cards and e-mail them to themselves.