

**UTSA OUTREACH PROGRAMS
TRIO AND GEAR UP
STUDENT TRAVEL POLICIES AND PROCEDURES**

- I. All student travel will follow UTSA institutional policies and procedures as well as federal TRIO and/or GEAR UP guidelines. This includes submitting Request for Travel Authorization with list of student and staff/chaperone, SS #'s, contact information, etc. A list of all students with contact information will be provided to UTSA Police.
- II. An Event Checklist and Folder will be created for each trip/event and a staff member will be designated as the trip coordinator for that particular trip. The trip coordinator will make assignments to others, follow up on assignments, maintain all details of event in folder for easy access by other staff members, and regularly meet with others in order to coordinate all event/trip details.
- III. Copies of student medical consent/waivers will be kept in a notebook by the event coordinator/assigned chaperones at all times during the trip.
- IV. School administrators will be notified in a timely manner for approval of all student travel requiring release from school. (If the event is scheduled during the regular academic school year, some school districts require a school representative to accompany the student(s) in order to excuse them from school).
- V. Parents, students, staff, and any other relevant personnel will be provided written information/checklists with all travel details including purpose of trip, destination, departure/arrival times, behavioral expectations of students, discipline for misbehavior, items to be brought on trip, items not approved on trip, hotel information with phone number, emergency phone numbers, chaperone information and cell phones, airport security information, etc.
- VI. All students will be assigned to staff or chaperones and will remain in their groups throughout the trip/event. Staff will use "buddy" system as designated by trip coordinator. Staff/Chaperones will be aware of where their assigned students are at all times. They will conduct headcounts every time students leave and arrive at designated checkpoints or as instructed.
- VII. Staff/Chaperones will be provided with detailed written instructions and expectations for each particular trip/event and will sign the document as evidence of their understanding of what is required of them and will retain a copy for their use.
- VIII. Staff/Chaperones will take turns as assigned or scheduled to monitor hallways and conduct security checks on students while staying in hotels/dorms.
- IX. Staff/Chaperones will take cell phones, two-way radios, or other communication devices and shall have written phone numbers and any other relevant information to facilitate communication during trips.
- X. Students will be provided with emergency contact numbers during trip in case they accidentally get separated from rest of group or from their chaperone.
- XI. Students will have some form of identification on them at all times during trip, preferably a visible nametag of some kind or a specific t-shirt, etc.
- XII. The trip coordinator will ensure that all student release/permission documents are retrieved and that no student is allowed to participate on the trip without those documents.

XIII. Dealing with a medical emergency:

- The first priority of the staff/chaperone on the scene should always be the safety and immediate aid/care of the participant(s). Try to stay calm and keep the student calm as well.
- If emergency requires immediate medical attention, the staff/chaperone will take appropriate action and decide if ambulance is required (call 911) or if the participant needs to be taken to the nearest hospital. If there is ever any doubt about the course of action in case of a medical emergency, the best decision is to call an ambulance and then notify the TRIO/GEAR UP program administrator.
- The administrator will then ensure that parents, school officials, and any other parties involved are notified.
- Other phone calls will be handled by designated staff as assigned.
- An incident report will be written up and submitted to head administrator on any unusual, emergency, or other extenuating situation.
- The staff member who accompanies student to the hospital emergency room should take a cab and submit the bill to administrative office upon their return from the event. Phone numbers to local hospitals and cab companies will be indicated on the emergency contact list.

Non-Medical Emergency

- If the incident is a non-medical emergency the staff member must ensure the safety/well-being of the participant. Try to stay calm and keep the student calm as well.
- Attempt to resolve the matter and contact administrator for assistance/guidance.
- Counsel/advise student and/or refer student for appropriate assistance.
- Take appropriate steps if incident requires disciplinary measures.
- Submit an incident report to supervisor.
- If a student is lost or missing, immediately contact staff and chaperones on their two-way radios or cell phones for immediate assistance in locating student(s).
- After extensive search and the student is not found, contact appropriate authorities at designated location and police to give full report and description of student and fill out incident report.
- An Administrator will contact parents to inform them of incident and will take other necessary steps.

XIV. Upon return, all necessary follow-up will be conducted by trip/event coordinator including returning receipts, cash not used, business expense forms, student sign-in sheets, incident reports, etc.

I understand the travel policies as described above. I have read and understand the above-stated student travel policies as outlined and agree to follow these procedures to the best of my ability during student events.

NAME _____ DATE _____