



University of Wisconsin—Stevens Point  
Student Organization Travel Manual

**Primary Contact:**

Student Organization Advisor: \_\_\_\_\_  
Office Number: \_\_\_\_\_  
Cell Number: \_\_\_\_\_  
Home Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Back-up Contact:**

Susan LeBow Assistant Director; Student Involvement and  
Employment

Hours: Monday-Friday 8:00-4:30pm  
Office: 715-346-2174  
Cell: 715-340-8955

Laura Ketchum-Ciftci; Director University Centers

Hours: Monday-Friday 8:00-4:30pm  
Office: 715-346-3201  
Cell: 715-340-5779

**Other Important Numbers:**

Protective Services 715-346-3456  
Transportation Office 715-346-2884  
Enterprise 800-736-8227

**Important Destination Numbers:**

Hospital: \_\_\_\_\_  
Conference Contact: \_\_\_\_\_  
Hotel: \_\_\_\_\_

Traveling requires several forms to be filled out and returned to various locations. Follow this is chart to make sure all forms are returned to the appropriate

Participant List	✓	Trip Leader		Advisor	✓	S!EO
Travel Checklist	✓					
Hold Harmless Forms						✓
Cell Phone Numbers	✓				✓	
Medical Forms	✓				✓	
Itinerary	✓				✓	
Emergency Phone List	✓					✓

## Questions to ask as you plan your trip...

- ◇ Is the trip in line with the mission and purpose of your organization?
- ◇ Does it make sense for your organization's membership?
- ◇ Do you have money in your budget to travel? If so, what does it cover?
- ◇ What do individuals need to pay for out of their pocket? Does the money need to be collected before you leave?
- ◇ Do you have the phone numbers of the places you are staying submitted to your advisor and SIEO?
- ◇ Are meals available to you?
- ◇ Have all trip members filled out Hold Harmless and emergency contact forms?
- ◇ Do you have reliable transportation (there and back)?
- ◇ Do you know what to do if you have transportation failure?
- ◇ Are you working with your advisor?
- ◇ Have your registration fees been paid?
- ◇ Do you know the possible problems that may arise in the locations that you are staying? (weather, flooding, construction, etc...)
- ◇ Have you/will you meet with participants to go over emergency procedures and expectations both while traveling and at location?

### For travel assistance contact:

Student Involvement and Employment Office

715-346-2174

Jean Sukow, UWSP Travel Coordinator

715-346-2255

SGA Budget Director

715-346-4037

Transportation

715-346-2884

**S!EO**

## Medical/Participant Emergency Procedures:

1. Survey the scene and check for safety—Make quick decisions about roles.
  - Person to be with injured member—Do NOT leave injured person alone
  - Person to be with rest of group
  - Person with phone to make calls
2. Call police or rescue squad (911)
  - Have exact location of patient
  - Treat situation to your degree of expertise, do NOT attempt procedures outside of your skill level
3. Check medical forms for any potential medical alert noted on form AND for MEDICAL INSURANCE INFORMATION. Have form ready for emergency personnel.
4. Complete UWSP incident report with as many details as possible. Start from the beginning of the incident and report clearly as many details as possible. If you did not witness the incident, utilize the person (if not seriously injured) or close eyewitnesses.
5. Call your campus contact ASAP to alert them of the situation.

### Missing/Lost Person OR Abandonment of Group Member:

Call police (911) and report missing person immediately. Establish last time person was seen and exact location—do NOT DISPERSE GROUP TO LOOK FOR THE PERSON. Group members should remain in a designated location until emergency contact person gives further instructions.

**MAJOR CATASTROPHIC EVENTS WHICH COMPROMISE SAFETY OF ONE OR MORE GROUP MEMBERS, including a return to campus before the scheduled time:**

- Get immediate medical help if needed
- Call campus contact or Susan LeBow and they will contact the appropriate authorities

**S!EO**

**When reserving a University Fleet Vehicle, be aware that:**

- 1) Authorized drivers will be held responsible for abiding by all transportation policies, guidelines, and for the actions of all passengers.
- 2.) Use of the University Fleet Vehicles for unauthorized, non-university business may result in the driver becoming personally liable for damage to the vehicle and/or property, and for all related injuries.
- 3.) A \$15.00 administrative fee will be charged to an account for the following:
  - Incomplete trip ticket
    - a.) Cancellations of University Fleet Vehicles reservations must be done 24 hours in advance! Failure to do so will result in a fine for you and/or your organization.
    - b.) Vehicle not picked up
    - c.) Vehicle returned after the trip ticket drop-off time

**PARKING CITATIONS ON FLEET VEHICLES**

Transportation will charge back any costs incurred for parking violations to the account that reserved the vehicle. It will then be up to the organization to recover the costs from the person who used the vehicle. The organization who reserved the vehicle during the time which the citation was issued will be billed back twice the amount of the indicated fine.

**STUDENT ORGANIZATIONS**

A Student Organization State Vehicle Request Form must be filled out by any student organization in order to reserve a State vehicle.

([http://www.uwsp.edu/facserv/transportation/stud\\_org.htm](http://www.uwsp.edu/facserv/transportation/stud_org.htm))

This form must be in the Transportation Office before the vehicle can be released. The form must be filled out completely and be signed by the requester, the requester's advisor and the budget director of the Student Government Association (if the organization receives SGA funding for the trip). All citations are to be paid by the student organization or person (s) responsible. If you are planning on renting a bus or air travel contact the Travel Coordinator at x 2255

**Trip Checklist****Trip leaders are responsible for:**

- ◇ Having completed leader packet which includes:
  - Hold Harmless & Medical forms for each participant (original copies).
  - Keep with you at ALL times.
  - Itinerary of your trip with agency and housing contact numbers.
  - Map to/from destination with detailed driving plans

**Requirements for Driver's:**

**Student driver's should not be allowed to drive more than 8 hours in any given day and should limit driving spans to 90 minute stretches because of the effects of driver fatigue.**

- ◇ Money, ATM card
- ◇ First Aid Kit
- ◇ Cell Phones—recommend 2 per trip; minimum 1 required
- ◇ Weather/forecast report for area to which you are traveling—before leaving on trip and before leaving site to return. Call state police (1-800-242-3377) and ask about road/travel conditions if you don't have access to internet.
- ◇ INCLEMENT WEATHER clearance to leave. If there is inclement weather in the forecast (snow, heavy rain, flooding, fog, etc.) on your travel route, check in with your campus contact person to determine ability to travel.
- ◇ During the trip, at any point, if there are concerns about travel safety, DO NOT TRAVEL. Stop and wait. Stay overnight if necessary.
- ◇ University Fleet Vehicle Return: Please clean all trash out of vehicle and make sure there are no personal belongings inside. Check thoroughly under seats and in cubbies. Return vehicle to parking area, complete paperwork & put keys & paperwork in designated drop box.

## UWSP Transportation Office

### MAKING A RESERVATION

Reservations can be made by phone at 346-2884 or by e-mail (transport@uwsp.edu). When you call or e-mail the office for a vehicle reservation, have the following information ready:

- What type of vehicle is needed (sedan, 7 passenger van)
- Date and time of departure
- Date and time of return
- Name of the traveler
- Organization account number
- Your telephone number

After making reservations you will be given a confirmation number. Your confirmation number is your assurance that a reservation has been made for you. If you should have any questions about your reservation or want to cancel, your confirmation number will aid in identifying your reservation quickly.

### VEHICLE RATES

The following per-mile rates apply to the fleet vehicles (as of 07/23/09):

- Subcompact .39/mile
- Sedans .45/mile
- Mini Vans .59/mile
- 15 Passenger Vans .84/mile

Reduced rates are available for minivans which are used 3 or more days and have a round trip mileage of at least 700 miles. Contact the Transportation Office for reduced rates.

Credit cards are supplied with each vehicle for gasoline, oil and minor emergency repairs (under \$100.00) or jump starts.

The cost for a vehicle will be \$23.00 per day flat rate when the following mileage criteria are not met:

- 59 miles per day for subcompacts
- 51 miles per day for sedans
- 39 miles per day for minivans
- 27 miles per day for 15 Passenger Vans

### TAKING/RETURNING UNIVERSITY VEHICLES

Procedures for driving a University vehicle are as follows:

- Get keys (in a blue vinyl travel pouch) from the Transportation Office in the Maintenance & Materials Building during business hours (7:45 am-4:30 pm) or from Protective Services (before 7:45 am or after 4:30 pm).
- Park your personal vehicle in the stall assigned to the University vehicle you take.
- Record the beginning mileage on the form inside the blue vinyl pouch.
- When you return the vehicle;
  - Complete the mileage form
  - Put report, keys, etc. in pouch
  - Deposit the pouch in the slot outside the third garage door of the M&M
- Be sure to return the vehicle at the scheduled time.

### VEHICLE ETIQUETTE

After a trip, please remove all food wrappers, beverage containers, and other debris from the vehicle. There is a garbage can by the gas pump at the M & M building.

If you spill anything in the car, stop as soon as possible and soak it up so it doesn't stain or dry on the carpet or upholstery. If a vehicle that was cleaned prior to checkout is brought back with an exceptionally dirty interior, a \$15.00 cleaning fee will be added to the trip charge.

There is NO SMOKING in State Fleet Vehicles. If it is determined that someone has been smoking in a Fleet vehicle, their account will be charged a \$25.00 fee for shampooing and deodorizing the interior of the vehicle.

Please use only regular unleaded gasoline in the Fleet Vehicles. These vehicles are designed to run their best on regular grade fuel. Using premium grades of gasoline results in unnecessary operating expenses.