

TRIP LEADER CHECKLIST

- Make sure all participants have completed UC and UCMC waivers/forms paid gear fees, joined UCMC on Campuslink at least 1-2 weeks before the trip departs. If participants have not completed waivers or joined CampusLink they cannot go on trip or be given gear. *Roster available in the Gear Cave.*
- Have each participant fill out a line on the Emergency Contact form. The completed form must be carried on the trip and turned in to the Trip Coordinator the Wednesday after the trip.
- Required to take a UCMC Travel Safety/Emergency Kit on all Large and University funded trips or when UC transportation is used. *Optional for private vehicles if so equipped.*
- Complete UFB Transportation request form (3-4 weeks in advance), if requesting a UC vehicle for transportation. If club funding is sought, trip leader is required to present the trip to the UCMC Exec Board and notify the treasurer, **at least 4 weeks in advance**. This is to get any van rentals or funding requirements resolved and completed in time
- Ensure all drivers have completed the UC transportation drivers test (if using UC transportation) and send the certificate to, or print out a copy for the Trip Coordinator/monitor.
- **You are responsible** to check for and report/document any damage (interior and exterior) on any UC transport vehicle **“before”** accepting and leaving the rental/pickup premise. (Walk around the vehicle and look inside for stains/tears on seats and carpet.) *You should not accept* a UC transportation vehicle without obtaining a “minimum” of two sets of keys at pickup time. You should also note the fuel level of the vehicle and document it and any vehicle damage on the rental paperwork.
- **You are responsible** for making sure any UC transportation vehicle interior is cleaned prior to returning it. It should be in the same or better condition than you received it. Cleaning can either be done by a few or all of the trip participants. Any damage to the vehicle is the responsibility of trip leader and participants on the trip. Common courtesy to offer help clean private vehicles too.
- **If you are using private vehicles:** You need to make sure driver/drivers have liability insurance. Must see a valid unexpired insurance card. List vehicle license plate numbers on the SALD travel form.
- Hold a pre-trip meeting and send an email indicating:
 - trip overview - departure/return times and locations
 - list of gear required/needed - cost breakdown & amount of money to bring
 - expected weather conditions - driving directions
 - any and all safety hazards of the trip, number of meals to bring food for
 - emergency meeting points - in event of emergency, lost participant, etc.
- If multiple vehicles are being used, trip leader should provide each driver with a destination address for a GPS/smartphone, maps or provide a MapQuest/Google direction printout.
- Responsible for collecting any fees/costs associated with the trip and turning the money over to the treasurer if any is collected.
- Required to ask participants if they have any extreme allergies/medical conditions that would require an EpiPen or medications be taken for an allergy/condition. If an EpiPen is needed, the participant must bring at least 3, preferably 4. Likewise, 3 doses of medicine. Trip leader must know where the EpiPen or medication is kept in participant’s pack. Mark the pocket (with duct tape or chalk) with an “x” so it can be found in an emergency. The trip leader and co-leader must discuss with the individual how to administer the EpiPen or medication.
- Required to have at least 1 first aid kit. If splitting up, there must be a first aid kit for each group.
- You are responsible for communicating to everyone on the trip on the proper safety equipment required. (*I.e. headlamps for caving, PFDs for water sports, harnesses for climbing, first aid kits, etc.*)
- Recruit a trip co-leader and work with him/her to take on some responsibilities of the trip.
- Remind participants to return gear in a clean state, returned better than when it was checked out. Those who checked out the gear are responsible for returning it in, all at once.

- **CAVING:**
- If you are leading a caving trip, **you are required** to do the following:
 - Call or send a text message to a Trip Coordinator or designated person the following information:
 - Cave location and entry point - time of entry
 - Expected time out of cave - 1 vehicle make, model & license plate number
 - Another participant’s cell number
- You must call/text the designated person when you are out of the cave. Failure to do so within 3 hours of your expected call time may result in emergency services being dispatched