

Brown University Student Activities Office

Bus Trip Checklist for Student Organizations

The Bus Trip Checklist is a tool to assist Student Organizations in the process of developing travel plans. Student Organizations are responsible for making their own travel arrangements. A list of bus companies that have worked with student groups in the past is available in the SAO (or at <http://brown.edu/sao/finances/travel.html>). Generally, these vendors already have proof of insurance on file with the University and many accept SAO purchase orders so there is minimal time for processing. You are welcome to identify other companies; however, all companies must meet Brown insurance standards, and it can take up to an additional two weeks (or more) to get new vendors into the University system. Please consult with SAO staff for assistance.

For overnight trips, please e-mail June Drinkwater (SAO) and Jonah Allen Ward (Office of Student Life) with an itinerary, a list of participants, and contact information for group leaders.

Has your group discussed the following?

- Travel itinerary and expenses
- Expectations for the attendees (participation in activities, appropriate conduct on and off the bus, use of alcohol, etc.)
- Emergency Procedures
- Waivers and release forms
- Accessibility for students with disabilities
- Loading and unloading safety procedures particularly on urban streets
- Informed an advisor of your trip

Do you have the following?

- First Aid Kit
- Means of communication: cell phones and/or two-way radios
- Leaders to oversee the trip and, in the event that there are multiple buses, a captain for each bus. Captains should have a complete list of who is on their bus and their contact information; individuals on a bus should have captain and leader contact information. Anyone without a cell phone should be paired with someone with a cell phone when not on the bus.
- Maps/Directions (don't assume the bus driver will have this information).
- Emergency contact information for each attendee
- Waivers and release forms signed by attendees
- All attendees should bring: identification, insurance info., any medications, and cell phone.
- Money for emergencies/unexpected expenses: Credit card
- Phone numbers in case of emergency
 - Call SAO if it is during business hours (401-863-2341)
 - Brown Public Safety and Administrator on Call at all other times (401-863-4111)

In the event of an emergency the group needs to know:

- Immediately call the local police or 911
- Obtain medical attention if needed
- File a police report and acquire the names and addresses of all other people involved as well as any witnesses to the incident
- Contact the SAO and your group's advisor. If your advisor is not available call the Brown University Department of Public Safety. (401-863-4111)