

## Trip Safety Guidelines

### A. *Safety & Emergency Preparedness During Trips*

1. **Departments** that sponsor student trips must maintain the following:
  - a. A list of all participants including names, local addresses and phone numbers, and the names and phone numbers to contact in case of an emergency. Note: the responsible Skidmore staff member(s) will keep a copy of this information 24/7 during the travel and activity.
  - b. A copy of each participants signed Waiver Form acknowledging they understand and accept the risks associated with the travel and activity.
2. **Travel Coordinator** (who travels as a member of the trip) must maintain and have access to the following:
  - a. A list of all participants including names, local addresses and phone numbers, and the names and phone numbers to contact in case of an emergency.
  - b. The name and phone number for the responsible Skidmore staff member(s) who will be available to the students at all time during the travel and activity.
  - c. Weather information prior to departure and throughout the travel to determine if road or weather conditions present hazards along their planned travel route. If hazardous conditions exist, the trip must be stopped, delayed or canceled for that day to ensure the safety of all passengers and drivers.
3. **Participants** must carry with them:
  - a. Their valid Drivers License for anyone who will operate vehicles.
  - b. Their personal proof of medical insurance coverage, and the authorization for emergency medical treatment to be used if necessary.

### B. *Driving Time and Rest Periods*

1. **Driving time limits:**
  - Daytime travel: three (3) hours at one time without a break
  - Nighttime travel: two (2) hours at one time without a breakDrivers must take at least a 15-minute break before resuming driving, or else another approved driver who has not been driving must assume driving responsibilities.
2. **Drivers may not exceed eight (8) total hours of driving time in any calendar day.**
3. **No trip segment shall exceed eighteen (18) hours.** After eighteen hours the drivers must stop for at least seven (7) hours. This rule is to be observed even if there are multiple approved drivers along on the trip.
4. **Extended trips**, longer than twenty (20) miles, may not begin after 11:00 p.m. or before 5:00 a.m. Travel must be planned so that no drivers are expected or pressured to begin driving between these hours.

### **C. General Regulations**

1. **Seatbelt Usage:** Any vehicle equipped with seat belts or safety restraints, requires that all occupants of the vehicle must use the restraints at all times when the vehicle is in operation. Drivers shall not begin operation of the vehicle until all passengers have complied with the seat belt rule. Passengers must not remove their seat belts during travel.
2. **Cell Phones/Electronic Devices:** No drivers will program GPS devices or use cell phones, texting or other distracting devices at any time while vehicles are in motion or waiting at stoplights, stop signs, traffic jams, etc. Such devices are only to be used by passengers or by drivers who have pulled over and stopped in a safe location. Exception: cell phones utilizing hands-free technology may be used only by drivers driving alone.
3. **Speed Limit:** At no time should a College fleet or rental vehicle be driven at a speed greater than the applicable local speed limit.
4. **Passenger Capacity:** No drivers shall transport more passengers in a vehicle than the vehicle is designed to haul. In most cases this is the same as the number of factory-installed seat belts in the vehicle.
5. **Front Passenger Seat:** On any trip with one or more passengers, drivers should make sure that the front passenger seat is occupied and that the person sitting in this seat remains awake. Drivers should remind this passenger that it is his or her responsibility to help the driver stay alert and to assist with directions and maps. A driver going off duty should not become the navigator unless there is no other passenger who can serve as navigator.
6. **Medications:** No drivers, before or during trips, will use medications, alcohol, drugs or other substances that may cause drowsiness or other physical or mental impairment.
7. **Driving with Headlights:** On trips longer than one mile, all drivers will drive with the headlights on at all times, day or night.
8. **Modifications:** Modifications to a fleet or rented vehicle (ski or bike racks, antennae, stickers, signs, tow hitches, seat removal, etc.) is prohibited.
9. **Radar Detectors:** The use of radar, laser or other speed monitoring detection systems is not permitted.
10. **Hitchhikers:** Picking up hitchhikers is prohibited.

### **D. Preventive Maintenance on Trips**

1. Fluid levels - it is the responsibility of the driver to maintain proper oil and coolant levels if the vehicle is being used for an extended time period or driven an extended distance.
2. Mechanical failures - any developing mechanical problems that might make a vehicle unsafe to drive should be immediately reported to either the rental agency or Facilities Services at 518-580-5860 upon the vehicles return.

### **E. Vehicle Pre-and Post-trip inspections**

1. Pre-trip inspections - must be conducted by drivers prior to a trip. Drivers should be satisfied that all necessary parts and components are in good working order.
2. Post-trip inspections - must be conducted by drivers following a trip. Any unusual noises, awkward operation, or other problems observed should be reported to the Facilities Services at 518-580-5860 upon the vehicles return.