

AHS ATHLETIC TRAVEL CHECKLIST

SUPERVISION

- ✓ With my administrator (*Athletic Office*), I've determined how much supervision is needed based on the size of the group, the nature of the group, the location of the trip, and the purpose of the trip.
- ✓ I've held a meeting with chaperones (*Coaches*) and reviewed trip rules and consequences and guidelines for effective supervision.
- ✓ I've held a meeting with students (*Athletes*) and reviewed trip rules and consequences.
- ✓ I've notified parents of the trip rules and consequences.
- ✓ A plan has been developed for potentially high risk students (i.e., medical, behavior, 18 years old, graduate, etc.). An "expectations and consequences" contract has been written if appropriate. Chaperones have been made aware of those students. Note: training from a certified trainer is required before dispensing medicine.

OVERNIGHT TRIPS – HOTELS

- ✓ I've determined when students must be in their rooms and what time lights are turned off. Students, chaperones, and parents have been informed.
- ✓ If a hotel is being used, I've chosen one that has interior hallways and that is in a safe area. I've notified the hotel management that inappropriate TV channels should be blocked.
- ✓ I've scheduled a time to meet with students and chaperones to review appropriate hotel behavior.
- ✓ I've assigned students and adults to rooms in a way that promotes positive behavior.
- ✓ I have chosen a monitoring strategy (i.e., an adult in each room, adults in adjoining rooms, random room checks, hallway monitors, etc.) that is appropriate for the group and trip.
- ✓ *I will conduct room checks that include entering the room.*

BUS TRANSPORTATION/RENTAL VANS

- ✓ I have a seating chart for students, and adult chaperones are seated throughout the bus.
- ✓ I have reviewed rules for appropriate behavior.
- ✓ I have permission slip for each student. (*Always carry copies of Participation Contracts*)
- ✓ *I have checked out a travel Visa card from the Athletic Office.*
- ✓ *I have communicated with the Athletic Office regarding my desire for rental vans.*

PRIVATE TRANSPORTATION

- ✓ Each parent driver is on the school district approved driver list.
- ✓ *I have informed parents and distributed appropriate forms ([Volunteer Registration Form](#) and [Volunteer Driver Information Form \(CO-34\) Front and Back](#) - Return forms to Athletic Office).*
- ✓ The automobile safety checklist has been completed for each vehicle transporting students
- ✓ I have a permission slip for each student or there is a permission slip on file in the office.

OTHER (for all trips)

- ✓ I have an emergency phone list (*On Participation Contracts*)
- ✓ I have a cell phone
- ✓ I have a first aid kit
- ✓ I have medicine and medicine administration log (Note: training from a certified trainer is required before dispensing medicine)
- ✓ Itinerary and emergency list given to office manager (*Travel Roster to Athletic Secretary*)
- ✓ School personnel affected by trip (i.e., cafeteria, other teachers, etc.) have been notified about who is attending the field trip (*Submit Travel Roster to Athletic Secretary*)
- ✓ Medical release forms (*On Participation Contracts*)