

Destination/Event: _____

Contact Person: _____

Date: _____

Have You.....

- Checked safety guidelines for your activity?
- Reviewed the Trip Planning Checklist on the back?
- Lined up required number of chaperones and drivers?
- Turned in all necessary forms? (if applicable)
- Paid all fees by due date?
- Left an itinerary and group contact list with your "At Home Contact" person?
"At Home Contact": _____ Phone(s): _____
- Confirmed arrangements?
- Gone over behavior expectations with group and chaperones?
- Given drivers completed permission slips for group members riding in their vehicles?
- Have appropriate booster seats? (if applicable)
- Confirm cars are in good working condition?
- Put first aid kit in car(s)?

Don't Forget To:

Prepare in advance: _____



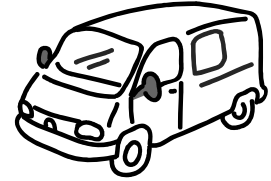
Bring: _____

Other details: _____

AFTER: Would You Do It Again? What Would You Do Differently?

Trip Planning Checklist

Use the following checklist when planning a trip.



Step 1: We want to go somewhere!

- Review your organization's policies and procedures and tips for trips.

Step 2: We know what we want to do!

- File trip plans according to your organization's procedures.
- Check with your organization for insurance limits needed by drivers.
- If renting vehicles, check with your organization for procedures.
- Recruit an adequate number of adults to supervise girls and to relieve drivers on long trips.

Step 3: Mapping out the trip

- Plan the route to the destination, obtain maps, and have toll money readily available, if needed.
- Set realistic schedules for the trips and safe places to stop for breaks along the way.
- Plan rest stops at least every two hours.
- Prearrange meeting places for vehicles on the trip. **There should be no driving in caravans or convoy formation.**
- Plan to drive in daylight hours.

Step 4: Preparing our drivers

- Obtain insurance information from drivers.
- Talk with all drivers about safe driving tips. In addition, discuss your expectations and the group's expectations for the trip.
- Review organization emergency procedures.
- Establish that girls must not ride in the back of pickups or other trucks.

Step 5: Preparing the girls

- Discuss the trip thoroughly with the group and agree on the ground rules.
- Have girls sign a Safe Passenger Pledge

Step 6: Preparing the cars

- Check cars for factory-installed seat belts. There **must** be a seat belt for every rider.
- Ask drivers to check all lights, signals, tires, windshield wipers, horns, and fluid levels before the trip.
- Place a first-aid kit in each vehicle

Step 7: We're on our way!

- Give important passenger information to each driver.
- When using a cellular phone in an emergency, pull completely off the road and stop, set the emergency parking brake, and turn on flashers before dialing.
- Plan to drive with the headlights on.
- Do not start a trip if bad weather will impair visibility and reduce safety.