



UW

UNIVERSITY OF WYOMING

University of Wyoming Campus Recreation Travel Itinerary/Roster

Campus Recreation Travel Recommendations

1. Participants must adhere to the travel itinerary submitted to and approved by their respective program coordinator.
2. All passengers must be authorized to participate in Campus Recreation activities (Participants, members, coaches, advisors) and listed on the approved Travel Roster/Itinerary Form.
3. The maximum passenger limit for 12- and 15- passenger vans is nine people.
4. There may be only as many passengers in the vehicle as there are passenger seat belts and all travelers must wear seat belts.
5. When using multiple vehicles, the club must do its best to keep all vehicles traveling together. All vehicles must follow the approved travel route and stop as scheduled.
6. Luggage must be packed so that the driver's view is not obstructed.
7. The front seat passenger in each vehicle must take responsibility for reading maps, providing directions to the driver, changing the radio stations or temperature, assisting with vehicle maneuvering as needed, controlling the passengers, and staying awake, so the driver can concentrate on driving.
8. All other passengers must behave in a manner that does not distract the driver.
9. No single driver may drive for more than 4 hours without stopping. If the driver is sleepy, switch immediately.
10. No travel may occur between the hours of 2:00am and 5:00am.
11. Participants shall NOT consume alcohol or use drugs, as well as adhere to all University and Department policies and procedures for the duration of the trip.
12. In cases of inclement weather the Campus Recreation Staff will consult with the trip leader to determine whether the travel shall occur.
13. Upon the trips return to Laramie, the respective program coordinator shall be contacted.

Emergency Contact Information

General		Campus Recreation	
Emergency	911	Pat Moran Director	307-766-6480 (office) 307-760-7703 (cell)
University Police	307-766-5179 307-766-3694 (fax)	Adam Burke Assistant Director	307-766-6396 (office) 303-249-6713 (cell)
Jennifer Knerr Athletic Trainer	307-766-6678 (office) 260-418-6389 (cell)	Outdoor Programs Coordinator	307-766-2402 (office)

Campus Recreation Affiliation:

- a. Club Sport (specify club): _____
- b. Outdoor Program (Y/N): _____
- c. Other (specify group): _____

Event Name (i.e. OP Trip, Tournament Name, Game vs. Opponent, etc.): _____

Designated Trip Leader: _____

Trip Leader's Contact Number: _____

Event Destination (Site, City, State): _____

Event Date (i.e. Date of game, Date of trip): _____

Event Time (i.e. Game time): _____

Event Host Contact (Name and Contact Info): _____



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Trip Departure from Laramie (Date and Time): _____

Estimated Return to Laramie (Date and Time): _____

Driving Directions (Or Attach Directions): _____

Mode of Transportation:

University Vehicle(s): _____ Number of Vehicles: _____

Personal Vehicle(s): _____ Number of Vehicles: _____

License Plate(s) of Personal Vehicle(s): _____

Flying: _____ Flight Number: _____

Other: _____

Lodging Information (Name, Address, Phone Number): _____



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Travel Roster for Specified Trip (Complete form or attach roster):

	Participant Name	Participant Phone	Driver	Emergency Contact	Relationship	Emergency Phone
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