



Drexel Club Sport Travel Itinerary

To be completed and submitted to the Club Sports Coordinator
a minimum of two (2) business days prior to travel.



Club Sport Name: _____ Date: _____
Person Completing Form: _____ Cell: _____
Contact for Trip: _____ Cell: _____

Reason for Traveling:

☐ Game / Match ☐ Practice ☐ Trip ☐ Community Service ☐ Other _____

Trip Information (be specific with all information)

Date of Departure: _____ Time of Departure: _____

Location of Departure: _____ ETA: _____

Destination: _____

Date and Time Returning: _____

Location of Arrival: _____ ETA: _____

Contest Information

Host institution(s): _____

Contact(s): _____ Phone: _____

Phone: _____

Location(s) of Contest(s): _____

Date(s) of competition: _____

Time(s) of competition: _____

Opponent(s): _____

Method of Transportation

☐ Personal vehicle (Please list driver and name of members in each vehicle - on next page)

VEHICLE 1

(First Initial, Last Name)

Driver: _____

Occupant: _____

Occupant: _____

Occupant: _____

Occupant: _____

VEHICLE 4

(First Initial, Last Name)

Driver: _____

Occupant: _____

Occupant: _____

Occupant: _____

Occupant: _____

VEHICLE 2

(First Initial, Last Name)

Driver: _____

Occupant: _____

Occupant: _____

Occupant: _____

Occupant: _____

VEHICLE 5

(First Initial, Last Name)

Driver: _____

Occupant: _____

Occupant: _____

Occupant: _____

Occupant: _____

VEHICLE 3

(First Initial, Last Name)

Driver: _____

Occupant: _____

Occupant: _____

Occupant: _____

Occupant: _____

VEHICLE 6

(First Initial, Last Name)

Driver: _____

Occupant: _____

Occupant: _____

Occupant: _____

Occupant: _____

☐ Rental Agency: _____ Rental Agreement #: _____

Driver(s) _____

Type of Vehicle(s): _____

Method of Transportation Continued

☐ Walking ☐ Drexel Transportation ☐ Train

☐ Chartered Bus: _____ Phone Number: _____ Contract # _____

☐ Airplane - Airline Company _____

Departing Flight #: _____ Arriving Flight # _____

Lodging Information

Registered Under (Person's Name) : _____

Hotel #1: _____ Dates of Stay _____

City, State, Zip : _____

Phone #: _____ Number of Rooms: _____

Confirmation #: _____

Travel Policies

Check to designate club will abide by basic safety policies of RAO:

- ___ Club is to have a cell phone on trip.
- ___ Only official club persons may travel with club. No family, friends or the like in vehicles or buses.
- ___ Club is to have list of emergency contacts of all members on trip. RAO can provide list if needed.
- ___ Club is to have issued First Aid Kit on trip.
- ___ Club is to abide by driver responsibilities stated on Driver Agreements.
- ___ Club is to have Accident & Incidents Forms on trip & submit to RAO next business day upon arrival home.
- ___ Injuries are to be reported to club sports athletic trainer upon arrival home.

Travel Safety Recommendations-

Check to designate club is aware of basic travel safety recommendations of RAO:

- ___ Passengers/drivers are to wear seat belts at all times.
- ___ Recommend avoiding driving between 12AM-6AM
- ___ Have knowledge of weather. Call ahead to destination & make a safe decision regarding travel.
- ___ Have a cell phone, but do not use cell phone while driving.
- ___ Drivers should be well rested. It is recommended that someone awake sit in front seat next to driver to observe driver. It is recommended that rest stops be taken every three hours.
- ___ Restrict driving to no more than 600 miles or 12 hours total in any one day.
- ___ Develop an emergency action plan (EAP) in case an accident occurs while traveling or an injury occurs during a contest that requires hospitalization. See RAO for help in developing an EAP for your club.
- ___ Call Club Sport Administrator for ANY emergency or problem on the road (leave message if needed)

Sign below to signify you have read the above safety recommendations:

Signature of Club Representative

Date

**FOR ANY QUESTIONS REGARDING THIS FORM, PLEASE CONTACT
Club Sports Coordinator-215-895-2025**

For Use of Recreational Sports Office

Date Received: _____ **Received by:** _____