

# Trip Guidance Notes for Trip Organisers and Trip Leaders

## Hilary Term 2009

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Checklist - Weekend Trips

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## 1. Introduction

Following the issues surrounding minibus driving that arose during MT2007 and the removal of the distinction between PTL's and TCL's at the MT2007 TGM, the existing Trip Leaders' Notes have been updated. No new material has been included, but they have been updated and/or re-written for clarity where necessary, to reflect these changes. The previous chronological order from the last version has been retained.

To give a brief précis, the Trip Organiser has responsibility for all logistical tasks surrounding the trip, whilst the Trip Leaders retain all responsibility for safety on the trip, including the minibus journeys and, quite obviously, the walks themselves. The Trip Organiser and Trip Leaders should discuss plans for the trip. The Trip Organiser should pass on any information or queries from participants to the Trip Leaders as appropriate. The Trip Organiser may be any club member (there is no requirement to hold a first aid certificate), provided that:

- A Trip Organiser of a Weekend Trip must have participated in a Weekend Trip in a previous term or vacation.
- A Trip Organiser of a Minibus Day Trip must have participated in either a Weekend Trip or a Minibus Day Trip in a previous term or vacation.

**Please note that as of Michaelmas Term 2007, the payment for hiring minibuses from Hotsons have changed; we now pay the insurance direct to the University. Also note that as of the end of HT2008 we are no longer allowed to book 17-seat minibuses.**

## 2. Planning the trip

- **First Ideas:** If you would like to lead or organise a trip the please come along to the Trip Planning Meeting in 6<sup>th</sup> week with your ideas for destinations and dates. If you can't attend then please send this information to the Trip and Safety Coordinator. During the meeting the Trip and Safety Coordinator, along with the members in attendance, will plan a trip schedule that takes into account people's preferences but one that still provides a wide range of trip types in order that all club members be satisfied. This is not the final schedule and trips are often added at a later date so don't worry if you come with an idea afterwards. We have a file for each popular area that trips go to, including reports from previous trips. These are held by the Trip and Safety Coordinator.
- **Booking Accommodation (for weekend trips):** The Trip Organiser should do this before or during the vacation! If you want to book an expensive Youth Hostel (We as a club are not members of the YHA but would consider re-joining if trips plan to use youth hostels) or bunkhouse please ensure you have drivers and leaders for your trip---the Secretary and Trip and Safety Coordinator should do this after the Trip Planning Meeting to give the drivers and leaders as much notice as possible. This will hopefully help avoid large losses for the club should a trip with non-refundable accommodation be cancelled due to a lack of drivers. If you have to write cheques for accommodation deposits yourself, then that can be claimed back. Alternatively, the Treasurer can issue you with a club cheque if you give them enough notice and the necessary details.
- **Minibuses & Participant Numbers:** Note that the club hires 15-seater minibuses, although 15-seaters with luggage space are used for weekend trips. **Check with the secretary what size minibus has been booked.** On a minibus day trip, all seats may be filled, so up to 15 people can be taken in each bus. On a weekend trip, a 15 seat bus will only accommodate 10 or 11 people as 4

seats must be used for luggage. If a minibus with luggage space is hired, then 13 people can be accommodated as these are actually 17-seat minibuses with two of the seats removed. The Secretary will book the minibus for you and give you a booking reference number. In the week before the trip, the Trip Organiser should phone the hire company to confirm the booking.

- **Trip Pricing:** Minibus Day trips are fixed at a standard rate of £9.00 (Hilary 08), weekend trip prices vary, largely due to accommodation cost and fuel. Use the guide below to estimate a total cost---then divide by the number of participants (usually 13). Then round up/down to a sensible number. Small losses (up to about £50) on weekend trips are expected and covered by membership fees, however since extra costs usually occur (parking, empty spaces on minibus, etc); you should price the trip to roughly break-even.
- **Maps:** Maps are available from the Archivist, who will contact the Trip Organiser and Trip Leaders in 0<sup>th</sup> week to ask which maps are required and deliver them to the Trip Organiser in time for Free Tea; request maps before the holidays if you'd like them earlier. The list of maps available is kept updated on the website---speak to the Archivist if you require a map which the club does not have.
- **Termcard Description:** Over the vacation, the Trip Organiser needs to provide the Trip and Safety Coordinator with a short description of the trip, plus the name of the accommodation, the price of the trip, the estimated time of departure from Oxford, and the grid reference (including grid letters) of the accommodation (Weekend Trips) or the start of the walk (Minibus Day Trips). Be original, and make it sound appealing, but also give a realistic idea of the terrain / distance you plan to cover.
- **Discussing Routes:** The Trip Leaders and Trip Organiser for each trip should meet before Free Tea to discuss details of potential routes on the trip, so that they are prepared to describe details to potential participants.

### ***Weekend Trip Pricing Guide (See above)***

Add up the following costs, and then divide by number of participants:

1. *Accommodation* - take the total cost including deposits
2. *Food* - budget for approx. £75 for a standard weekend trip---Approx. £25 for every extra evening meal and lunch, £5 for every extra breakfast.
3. *Minibus Hire* - is currently £58 per day (15 seats), £40 (15 seats) per half day---usual weekend trip is 2½ days.
4. *Insurance* - £7 per day, paid direct to the university
4. *Fuel* - varies depending on distance---examples are: Lake District / Cornwall - £120, Snowdonia - £90, Pembrokeshire / Dorset- £80, South Downs - £50. Use your judgment to guess approximate cost of fuel based on the total distance---don't forget to add a little if your accommodation is a fair distance away from your area of walking. Ask the Trip and Safety Coordinator if you need assistance. **NB- These prices are estimates from the start of MT2007. These agree approximately with prices for MT2008, but I recommend rounding up by 10% to be on the safe side!**

The President / Treasurer may wish to alter the cost of your trip slightly depending on the financial situation of the club!

### 3. Trip description sheets

At the start of term, the Trip and Safety Coordinator will email all Trip Organisers with an example Description Sheet. You should bring a few copies of your Description Sheet along to Free Tea (if necessary ask the Trip and Safety Coordinator to do the photocopying for you) with you so that people can have a look at them. Photocopying costs can be claimed back from the Treasurer. After Free Tea, the Trip and Safety Coordinator should be given a copy of each Description Sheet for the Club's records.

The description sheet should include details about the trip: the area you will be visiting; the accommodation you will be staying in; what to expect on the walks themselves. Trip Organisers and Trip Leaders should be prepared to take people of a range of abilities on their trips, *but emphasising what walking is to be expected will allow people to make an informed choice about which trips to sign up for*. Make it sound as interesting as possible by doing some research - use the internet to find out more about the area you'll be visiting; perhaps include a photo or two! There should also be an offer for people to meet the trip leaders and other participants, and ask questions before the trip---maybe suggest meeting at the social event prior to your trip? Tell people how they can get their payment to you (see next section), and emphasise the equipment needed for your trip.

### 4. Free Tea and sign-up

**Free Tea:** You need to bring along your description sheets and maps of the area you are going to. Free Tea is usually on Wednesday of 1<sup>st</sup> week. For members and potential members the event starts at 5:00pm and finishes at 6:00pm. However, it is essential for the smooth-running of the event if leaders turn up at least 15mins early to help set up. At least one of the Trip Leaders or the Trip Organiser should attend from each trip.

The Trip and Safety Coordinator will bring along a Trip Pack, including a sign-up sheet to record those who have expressed an interest in each trip, and also copies of the "Equipment List" and "Participation Statement". Every participant on the trip must fill one of these in for each trip---it is easier to do this at Free Tea than on the day! Collect cheques and refer those who wish to pay by cash to the Treasurer. Explain that if the trip is over-subscribed, then there will be a ballot for places.

**E-mail enquiries:** For those who cannot make it to the Free Tea, sign-up is via e-mail in 1<sup>st</sup> week. You should respond to enquiries quickly, answering any questions, and perhaps e-mailing your trip description sheet. You should find out all relevant details for the sign-up sheet (D.O.B., etc) and refer them to the "Equipment List and Participation Statement" on the website---ask them to complete it and send it to you.

**Ask people to send you a cheque:** it should be made payable to "OU Walking Club". Some people may prefer to pay by cash---make arrangements to meet them to collect cash if necessary. Ask the Treasurer to write receipts for cash received and if people ask for a receipt after cheque payment. Payment should be received by Saturday of 1<sup>st</sup> week to give them the best chance of being allocated a place on the trip. Keep all payments until the Trip Ballot Meeting, when the Treasurer should be there to collect them.

## 5. Allocation of trip places: Trip Ballot Meeting

At least one leader or the Trip Organiser from each trip should attend the Trip Ballot Meeting at the beginning of 2<sup>nd</sup> week: the Trip and Safety Coordinator will confirm the time and venue of the meeting. The aim of the meeting is to allocate places on trips in a fair and impartial manner, whilst letting as many people as possible go on at least one trip. Please turn up to the meeting with your sign-up sheet, plus any payments you've received. The Trip & Safety Coordinator will oversee proceedings:

- People who've not paid and/or are not members are removed from oversubscribed trips, they only have provisional places on other trips.
- Priority is given to: 1. Trip Organiser for that trip (and their partners) 2. Trip Leaders (and their partners) of that trip, 3. Minibus Drivers (and their partners), 4. People on the priority list from the previous term (for one trip only), 5. Trip Leaders of other trips that term (for one trip only), 6. Other members.
- People signed up as a pair will only go if both get places in the ballot (unless they don't mind only one going).

***Note: Whilst the partners of Trip Organisers, Trip Leaders and Drivers get priority over places, each person is only allowed one partner per trip!***

## 6. After the Trip Ballot Meeting

After the Trip Ballot Meeting, the Trip Organiser should do the following:

*For those who have been allocated a place on the trip:*

Tell them the good news and be enthusiastic about the trip! Make sure you have all their details (D.O.B. etc.), and ask them to fill in a participation statement (on the web) if they've not done so. Repeat a clear statement of what equipment they require to be safe and comfortable, so they have time to buy anything they don't have. Offer to supply waterproofs or a sleeping bag if necessary. Find out if people have any dietary requirements or any other medical conditions you should be aware of, and point out that people must bring any personal medication with them---such as inhalers.

If there are still places available on the trip, let the participants know and encourage them to invite friends along!

*For those who have not been allocated a place on the trip:*

Tell them why they have not been allocated a place: such reasons could be that the trip was oversubscribed but they have a place on another trip, that the trip was oversubscribed and they have been placed on the priority list for next term, or that payment was not received from them. Inform them of which trips still have places (refer to the web), and give them names of trip leaders to contact if they are interested. Return any cheques promptly (or offer to destroy them), or arrange refunding in cash.

**Try and encourage the participants to be involved with and on the trip. (E.g. shopping, planning the walks, navigating.) Consider arranging to meet up before the trip.**

## **7. The Trip Leaders' and Organiser's Agreement**

The Trip organiser will be given a Trip Leaders' and Organiser's Agreement for their trip at the beginning of term. It is their responsibility to ensure it is signed by themselves and by the trip leaders and received by the Trip and Safety Coordinator before the trip.

When signing the agreement, you should have read these notes, the Risk Assessment and the Trip Leader Safety Document – these are available on the club's website.

## **8. Phoning Accommodation (Weekend Trips)**

The Trip Organiser should phone the accommodation to confirm your booking, 1-2 weeks before your trip. You should confirm:

- Arrival time and key collection
- Minibus parking arrangements
- Cooking facilities including stove, large pans, cutlery, crockery, mugs and fridge provision
- Hot water, lighting, heating and electricity (including showers)
- Mattresses
- Departure details
- How to get there (if you don't have good directions!)

## **9. Equipment**

For each trip the Trip Organiser will need to organise kit for both the leaders, and for the participants of the group. The Trip Leaders should be aware that the value of any missing equipment they sign out *may* be deducted from their refund of any expenses occurred on the trip. There is a list of available equipment on the club's website : <http://www.ouwc.org/equipment>.

*Equipment required by trip leaders:*

A 'Loan Agreement for Leaders' is distributed in the Trip Pack (also available on the web). One of the Trip Leaders should complete this and submit it to the Quartermaster via the Trip Organiser, by the Tuesday before the trip. Individually list the items you wish to borrow; this allows the Quartermaster to fill in a code for each one. The Quartermaster will contact you by Thursday to confirm what equipment is available, along with a list of any spare food available. Arrange collection of the equipment---upon collection the Trip Leader or Trip Organiser must sign the loan agreement to confirm what has been received; it will be kept by the Quartermaster to check in gear after the trip.

You should request the following items, unless you own some of your own which you intend to use:

- Mountain (red) First Aid Kits, containing incident cards - 1 per leader
- SAM splints - 1 per leader
- Survival shelters or survival bags as appropriate - 1 per leader if necessary
- Map cases - 1 per leader
- Compasses - 1 per leader
- Road Atlases - 1 per minibus
- Orange Book (Weekend Trips)
- Trip Document File (see next section) - 1 per minibus

*Equipment required by members:*

The Trip Organiser should find out by the Tuesday before the trip if the participants would like to borrow items such as waterproofs, sleeping bags/mats. Arrange with the Quartermaster for them to pick up equipment---participants will need to sign the “Loan Agreement for Members” which makes them responsible for its return. Alternatively, the Trip Leaders/Trip Organiser may take responsibility for equipment loaned to members and sign out equipment themselves.

Please look after the club’s equipment, and let the Quartermaster know of any damage or any muddy items, so that they may be looked at---also of any use of the first-aid kits so they may be replenished. Once you’ve finished with the equipment, please return it to the stores. Also, any use of the ropes *must* be logged in the rope log books.

## **10. Trip registration procedure**

All trips *must* be registered in advance with the Area Safety Officer for Sport. This must be done using the Sports Federation’s online ‘Trip Registration Form’ at:

[http://www.sport.ox.ac.uk/sports-federation/safety/trip\\_form](http://www.sport.ox.ac.uk/sports-federation/safety/trip_form)

There are also some guidelines for completing the form available from:

<http://www.sport.ox.ac.uk/sports-federation/safety/domestic-trips>

The Trip Organiser must ensure that the form is completed *before 1pm on the Thursday before the trip* or the trip may not be allowed to go ahead. The form itself is pretty self explanatory, but here are a few pointers:

- Details of the Trip Leaders should be listed in the ‘Activity Leader’ sections.
- To the ‘Itinerary’ section you should add a note that that the list of participants may change on the date (if people cancel, and are replaced, or don’t turn up) and that next of kin details can be found in the pigeon hole of a committee member (the Trip and Safety Coordinator should tell you which one at the start of term).
- Complete the ‘Attendee’ sections with as much detail as possible. If a person doesn’t have a college you have to select ‘external’ instead of a college. Don’t worry if you don’t have next of kin details – these will be on the participation statements left in the pigeon hole.

## **11. Club Documentation to be taken on Trips**

It is essential that you have access to the club’s important documents during the trip. The Trip Organiser should ensure that there is a “Trip Document File” in every vehicle. This file contains copies of these notes, the Risk Assessment, the Trip Leader Safety Document, the Minibus Drivers’ Advice Sheet, and the Incident Card (which can also be found inside the first aid kits). *Do not remove any of the documents from the file!* It is a good idea to make sure you are aware of when the University’s Emergency Incident Procedure should be followed, this is shown at the top of the incident card. Please ensure the files are returned to the stores at the end of the trip.

If you would like blank route cards for your trip, contact the Trip and Safety Coordinator, or you can download them from the website. Consider, if appropriate, leaving details of your route with someone.

## 12. The weather forecast and other hazards

Check the up-to-date weather forecast before you go on the trip. Probably the best website to use is [www.mwis.org.uk](http://www.mwis.org.uk), although the Met Office also produce mountain area forecasts. **It is preferable to use a mountain weather forecast as conditions on the mountain may well be different to those in the nearest town.** Trip Leaders should carry spare sun cream on sunny days in case anyone has forgotten their own. You should also warn participants of a high pollen count or a high sun index.

MLTUK literature suggests you advise participants to check for the presence of sheep ticks on their bodies at the end of the day - Lyme Disease resulting from tick bites is becoming increasingly common in this country; remind participants of the symptoms. For more information see <http://www.masta-travel-health.com/tickalert/>

It is often worth checking the latest travel information before heading off - take a look at [www.rac.co.uk/web/travelservices/traffic/](http://www.rac.co.uk/web/travelservices/traffic/) for latest information on roadworks.

## 13. Walking, Mountaineering and the environment

As a Trip Leader, you should aim to raise awareness of environmental issues which affect the area in which you are walking by talking to members of the group. The ethic of sustainability whilst travelling in, to or from mountain, moorland and cliff environments is very important and trip leaders should aim for the trip to create the minimal impact on these environments. Please bear in mind that some restrictions may be necessary to protect the flora and fauna and you should always respect the needs of people who live and work in the countryside.

The wilderness and natural qualities of mountains, cliffs and upland environments are central to the enjoyment of walking. Much can be done to avoid erosion and disturbance by applying common sense:

- Don't run down scree slopes---this erodes an important ecological habitat
- Sometimes walking through an erosion scar is preferable to going around it, which would only enlarge the eroded area
- If a path has been constructed then it should be used and everyone discouraged from taking shortcuts
- Take care not to leave *any* litter and, where possible, remove any that is not too unpleasant
- Boundaries such as drystone walls will be damaged by climbing over them. Use stiles and gates wherever possible and remember to close the gate once the group has passed through.
- Make use of designated car parks in the National Parks. The cost of the parking ticket is often used for environmental work in the area. Bear in mind that parking the minibus in a remote spot might spoil the wilderness for others. If you do leave the minibus in a remote spot, make sure that it's parked carefully and doesn't obstruct a farmer's access!

### *The Countryside and Rights of Way (CROW) Act*

This legislation came into effect in around 2005, and gives walkers access to thousands of acres of open country and registered common land in England and Wales. There is more information about this on the club's website, including links to relevant websites.

Remember that all land belongs to someone, even "common land" and we must act in a considerate and responsible manner. Some of the most beautiful land in the UK is very fragile; we have a duty of care to ensure that it is preserved not only for the enjoyment of other walkers but also for future generations.

Further advice on environmental, conservation and access issues is available from the BMC website.

## 14. Weekend Trip Food

Food should only be bought for Weekend Trips, as participants should bring a packed lunch for Minibus Day Trips. In general, do not spend too much on food as participants should not expect gourmet meals, but at the same time there is no need to economise on everything.

Before the trip, the Trip Organiser should contact the Quartermaster to obtain a list of left-over food in the stores. At the Treasurer's discretion, refunds may not be authorised for items that the committee feel extravagant or unacceptable, including alcohol. This is, however, very rare.

The Trip Organiser should organise for food to be bought from the large Tesco at the end of Cowley Road, at the intersection of the ring-road. Buses go there from the High Street including the X39. Arrange for the person who is collecting the minibus to meet you there, before you collect equipment from stores and participants from Trinity Gates.

### *A typical menu for a Weekend Trip (total quantities for 13 people)*

(\* = economy not recommended)

#### *Breakfast (Saturday and Sunday):*

- Porridge: 1kg
- Raisins and marshmallows
- Cereal / Muesli alternative : 1 box \*
- Milk : 12 pints
- Bread with margarine / jam
- Tea \* / coffee \*
- Orange /Apple Juice : 4 litres

Trip Organisers and leaders usually wake up before participants to cook porridge and set out other breakfast and lunch items

#### *Lunch (Saturday and Sunday):*

- Sandwiches:
  - Bread - white & brown : 7 loaves
  - Margarine & spreads / pickles
  - Cheese : 1kg
  - Ham : 60 slices
  - Sandwich bags : 26
  - Cucumber / lettuce / pepper / tomato
- Fruit : 26 pieces
- Crisps : 26 bags
- 2 chocolate bars per day + one emergency one (not to be eaten!) : 65 bars \*

#### *Dinner (Saturday):*

- Soup : 8 tins
- Main Course such as curry & rice, pasta or couscous and sauce, stir fry, chilli con carne, etc.
- Pudding such as cake and custard, rice pudding, tinned fruit, etc.

(Bear in mind that cooking facilities may be limited. Check the number of vegetarians on the trip and provide a decent alternative to a meat meal. It may be easiest to cook a vegetarian meal to which meat can be added,

especially if cooking space is limited)

For dinner on Friday and Sunday evenings, stop at a pub or a take-away - check the website for our handy guide to eateries not too far from the motorway.

There is a cool box in stores that may be useful for transporting meat/milk during hot weather!

## 15. Minibus Hire Information

The club usually hires its minibuses from “Southgate vehicle rentals trading as Eurodrive”, also known as Euro drive (or Hotsons). Their address is Pony Road, Horspath Trading Estate, Cowley, Oxford, OX2 4DR. The number 10 bus goes to Horspath Road, very close to Eurodrive.

### Contact Numbers:

01865 715500 - office hours plus an answer phone giving contact details for outside office hours.

07770 442812 / 07770 442814 outside office hours and emergency

*Occasionally, the club may hire buses from “Target Vehicle Rentals” - be sure to get full details of the hire from the Secretary before leaving for your trip.*

### Terms of Hire:

The club operates under the “Section 19 permit scheme” that allows the club to make charges to our members (i.e. for membership and trip places), without obtaining a PSV operator’s licence or complying with PSV licensing requirements. Drivers cannot drive for “hire or reward” and so cannot receive any payment, discount or other compensation other than out-of-pocket expenses in the hiring of the minibus. It is the condition of the hire agreement that as a club, the “section 19 permit” *must* be displayed in the windscreen of the minibus. The Trip Organiser should remind the driver who picks up the bus that they should ensure it is displayed.

As a University club we comply with the University Hire Scheme, which allows the club to have cheaper hiring rates, and to use drivers who are 21 years old and above. All drivers must have passed the University Course. Contact the Secretary for more details about the hire scheme.

### Information for Drivers:

#### Collecting the minibus:

The procedure for collecting the minibus is outlined in the driver’s advice sheet. The Trip Organiser should ensure the driver concerned has read and understood this. You must ensure the driver who collects the minibus has the following information / documents:

- The time at which the minibus should be collected---note that Hotsons opens at 7.30am Mon-Sat, 8.00am Sun.
- The location to which the driver should proceed having collected the bus
- The booking reference number (ask the Secretary or Trip & Safety Coordinator)
- The licenses of **all** the drivers on the trip (card *and* counterpart if appropriate) - this is so that Hotsons can register all drivers with insurance cover for the trip.
- The hire cost of the minibus - ask the Treasurer to provide a club cheque, or ask the driver to pay and have it refunded - see Section 1 ‘Planning the trip’ for prices.

On collection of the minibus a member of staff will look around the minibus, marking off any damage on a form. The driver should accompany them and point out anything they may have missed, so that the club doesn’t get charged for repairs to damage that was already there! The driver will receive two forms, which should be sent to the Secretary after the trip. The driver should check that a section 19 disc is present on the windscreen, and that the key to the compound gates is on the key ring. They should also check the roadworthiness of the vehicle - by testing lights, windscreen wipers, etc.

#### Returning the minibus:

Hotsons’ buses should be returned in the evening that a trip returns to Oxford. The driver should unlock the compound gates, drive the minibus into the compound, post the keys into the Hotsons letterbox, and lock the gate with the padlock on the way out. It is possible to cycle or catch a bus back from Hotsons, however if it is late,

drivers are entitled to get a taxi, and claim back the cost from the club---please make sure drivers are aware of this!

It is necessary to:

- Return the minibus with a **full** tank of diesel (or petrol). If this process is not carried out, then the club will be heavily fined – remind the driver to fill up even if the gauge shows that the tank is full. There are two petrol stations near Hotsons: Tesco's at the intersection of Cowley Road and the ring road, and Texaco (on Cowley Road), both of which are open 24 hours a day.
- Return the minibus reasonably clean, removing all litter and quickly sweeping any mud out of the bus.

If you have noticed any small, specific problems with the minibus, such as faulty seatbelts or a faulty light, you can leave a polite note to Hotsons on the driver's seat.

## 16. Minibus Safety Issues

It is generally recognised that the most dangerous aspect of the club's activities is driving around in a minibus. The duty-of-care of the Trip Leaders, therefore, is not confined to the walks carried out, but extends to all aspects of the trip. **Trip Leaders, not the Trip Organiser, have responsibility for safety while on the minibus.**

Number of Drivers: It is club policy that for journeys of more than 2 hours, a trip must have 2 drivers. It is recommended that for very long drives (such as to Scotland), 3 or more drivers are taken. If a trip takes 2 minibuses, it is acceptable to run with only 3 drivers providing that the drivers rotate every hour so that no-one drives for more than 2 hours in every three. The sports fed. were consulted on this matter in MT08, and confirmed that they are happy for us to do this.

Loading the minibus: Luggage must be stored safely and the minibus must not be overloaded. It must not be stored in any of the aisles, or blocking any exit route from the bus. It should also not be in danger of toppling onto anyone. Please take some time to load the minibus in this manner - use space under the seats if necessary, and, where luggage is piled onto back seats, use the seatbelt to keep it from moving. When the minibus is in motion it is the responsibility of the driver to ensure that all exits are unblocked and unlocked.

Roadworthiness: During the hire, the roadworthiness of the vehicle such as the tyre pressures, oil level, lights and battery, is the responsibility of the driver. The driver should perform basic checks of lights, windscreen wipers etc. before leaving Hotsons after picking up the bus.

Seatbelts: Trip Leaders should inform all passengers to wear seatbelts if the driver does not do so. If a passenger then chooses not to wear the seatbelt then it is the passenger who is breaking the law. However, if the Trip Leaders are aware that a participant is not wearing a seatbelt, they should insist that they put it on for the safety of the others in the bus.

Driver Breaks: It is vital, particularly when returning after a day's walk, that the minibus drivers take plenty of breaks. It is recommended that every 2 hours the driver takes a 20 minute break or another driver takes over. Trip Leaders should do their best to enforce these guidelines for the safety of the participants---even if the driver insists that they are alert enough to continue.

Alcohol: No open containers of alcohol should be allowed onto the minibus. It is a club rule that drivers should not be allowed to drink alcohol on the days in which they are driving. Please inform drivers of this rule if necessary as politely as possible, as they are not breaking the law if below the legal limit. On weekend trips, drivers should be encouraged not to drink heavily on the evening before driving.

Unsafe Driving: If a Trip Leader thinks that a driver is driving in an unsafe manner, for whatever reason

(tiredness, or a desire to get home quickly), then they should ask politely that the driver stops at the next safe and sensible place, so that the driver can take a break or another driver can take over. Inform the driver that you are fulfilling your duty-of-care and insist that no offence or criticism is meant: show the driver these notes if necessary.

Security: It is the responsibility of the Trip Leaders to ensure that someone has locked the minibus and closed the windows before leaving it unattended.

You should discuss the route with the drivers *before* the start of the journey and make sure that they are happy with it. It is acceptable to use the M6 toll road during rush hours---the cost of which can be found at [www.m6toll.co.uk](http://www.m6toll.co.uk) and is £9 at the end of MT08 (based upon the trip and safety coordinator's understanding of the vehicle classifications on the M6 toll website). The toll can be paid in cash or with a debit or credit card. Remember to ask for a receipt to send with your expenses.

## 17. Breakdown / Accident Procedures

**Again, Trip Leaders, not Trip Organisers, have responsibility for this.**

### Accident Procedures

After any accident:

- Stop immediately, check for and treat any injuries, and call the emergency services if necessary.
- If you need assistance on the motorway, wait a safe distance from the road. **Do not sit in the vehicle on the hard shoulder.**
- Swap details with any other parties involved, including witnesses (driver and vehicle owner names and addresses, vehicle registration number, insurer name and policy number).
- Write down what has happened and sketch a map of the accident, noting nearby landmarks.
- **Do NOT** admit responsibility for the accident or discuss fault.
- You must report an accident or damage (**including damage while manoeuvring**) to the hire company **at the earliest opportunity**. You must also provide written details when you return the minibus: leave a note on the driver's seat of the bus or put it through the letterbox.
- You must then contact either the Clubs Committee Office **01865 246505** or the Proctors' Office **01865 270090** as soon as possible to arrange to complete an accident form.
- Please also notify the Secretary and Trip & Safety Coordinator as soon as possible, by the following day at the latest.

The insurance policy and the club will cover the costs of any damage to the bus, unless it is considered that gross negligence was the cause of the accident. Also see "Club Accident Procedures" for what to do if there are any injuries.

### Breakdown Procedures:

**Please do not be afraid to get in touch with Eurodrive for advice if a problem arises.** They may be able to give advice as to a sensible course of action, and if the problem arises early in the course of a weekend trip there is a chance they may be able to provide a replacement bus.

Breakdown and recovery insurance is included in the hire charge. Eurodrive has a 'pay as you go' trade agreement with two major recovery companies: the AA and Green Flag. In the event of a problem developing with the minibus, such as a dashboard warning light coming on or the speedometer not working, then the driver should stop the vehicle at the next place that it is safe to do so. **If you have to stop on the hard shoulder of a motorway or busy A-road for any length of time, then the passengers should exit the bus and stand on the embankment away from the traffic** - even if it is raining. The driver should consult the manual, which should be in the glove-box. If the problem cannot be solved then you must phone Eurodrive immediately:

**Eurodrive (office hours):** 01865 715500

**Eurodrive (outside office hours / emergency):** 07770 442812 / 07770 442814

You should phone Eurodrive before contacting AA or Green Flag:

**AA:** 0800 424 151 - **account number:** 48555

**Green Flag:** 0800 400 600

*You should quote "Southgate vehicle rentals trading as Eurodrive" as the hire company.*

You should:

- Ask for the name of the person you speak to and make a note of it and the time of the call.
- Ask for an estimated arrival time (where applicable)

When the mechanic has diagnosed the problem you should phone Eurodrive again to tell them what the mechanic has advised. Eurodrive has a recovery policy that will cover transporting everybody back to Oxford in the case of a failed minibus: this is likely to take a long time, but is far better than staying in the minibus overnight!

## 18. Club Accident Procedures

Any accident or near miss must be reported to the Trip & Safety Coordinator and to the Area Safety Officer for Sport, using the Sports Federation 'Accident and Near Miss Report Form', available online at: [http://www.sport.ox.ac.uk/sports-federation/safety/accident\\_form](http://www.sport.ox.ac.uk/sports-federation/safety/accident_form) or from the Trip & Safety Coordinator. You can ask the Trip & Safety Coordinator for advice on this.

The club encourages the reporting of near misses---learning from the experience of a near miss allows appropriate preventative procedures to be implemented, which could prevent a major accident from occurring in the future. If you are unsure whether a near miss is worth reporting, then the Trip & Safety Coordinator will be able to advise.

**Details of any incident or accident are not to be discussed with any person outside of the University until a full investigation has been carried out.**

It is important not to speak to the press about any aspect of an accident because they are likely to dramatise the situation and give the Trip Leaders, the club, and the university a bad reputation. The following "Emergency Incident Procedure" is available in all the club's first aid kits and so a copy should be available on the walks:

### **University of Oxford Emergency Incident Procedure:**

If an incident occurs and involves any of the following then the Emergency Incident Procedure should be followed:

- Any of the emergency services
- A visit to hospital
- Any incident which may involve negative media attention.

Please follow these procedures:

1. Ensure that you and the other group members are safe.
2. Treat the casualty - call the emergency services if necessary
3. Ring the following number: **01865 289 999**, ask for security control and give them the following information:
  - Your name
  - The group/club you are with
  - A brief description of the incident

- Location of the incident
  - The telephone number from which you are calling
  - Your location (it is important that you stay at this location)
4. When they call you back they will need the following information and will inform you of any action to be taken:
- The name(s) and numbers of people involved
  - Details of any injuries / deaths
  - The name of the hospital where casualties have been taken
  - Brief details of any vehicles involved if a road accident has occurred
  - The name and number of any Police Officer involved with the incident with their contact telephone number

## 19. Problems or complaints

If you experience any problems with Eurodrive, have any suggestions for improvements, or have a complaint you wish to make, the Trip Organiser should contact the Secretary, who will take up the matter on your behalf. The Secretary will then consider the best course of action to take, such as speaking to the Club's Committee Office or dealing with Eurodrive directly. Please do not write a letter of complaint to Eurodrive without consulting the Secretary.

If the Trip Organiser or Trip Leaders have any comments/ideas about the way in which trips are run, including advice to be incorporated in these notes, please contact the Trip & Safety Coordinator, or the President.

## 20. After the Trip

There are a few forms for the Trip Organiser to fill in and return to the Trip & Safety Coordinator after the trip. These forms are distributed at the beginning of term, and are also available on the website.

- **Participation Report Form:** Fill in names and colleges of the participants. In the box at the bottom, record all of the money transactions for the trip: beside each expense please note the initials of the person who incurred the expense, or put the word 'paid' if the club has already paid for it.
- **Payment Request Forms:** The Trip Organiser should fill in a 'Payment Request Form' for each person to which money should be sent. Send them together with all the receipts to the Trip & Safety Coordinator, who will then check the expenditures to make sure they are reasonable before passing them on to the Treasurer. Unexpected / unusual claims will be considered by the committee before a refund is organised.
- **Trip Report Form:** The Trip Organiser should refer to maps to fill in the 'Trip Report Form': please put some details of the walks that took place, including grid references, descriptions and comments on interesting or dull sections, so that future trip leaders may refer to the forms and carry out any recommended walks. After you have finished with the maps, you should return them to the Archivist.

The Treasurer will only refund expenses once the forms above have been filled in, all equipment (including maps) have been returned to the Quartermaster and Archivist respectively, the minibuss invoices/damage forms are returned to the Secretary, and the Trip Information Pack returned to the Trip & Safety Coordinator. If you have any information you think might be useful to Trip Organisers and Leaders in the future, please feel free to add it to the Trip Information Pack before returning it.

## **21. Planning Next Term's Trips!**

A Trip Planning Meeting is held towards the end of term, usually in 6<sup>th</sup> Week. This is primarily to discuss which trips will take place during the forthcoming vacation and in the following term---taking into account both organisers' and leaders' preferences and anticipated demand. If you cannot make the meeting and would like to lead a trip, e-mail the Trip & Safety Coordinator.

## Checklist - Weekend Trips

Note: Trip Organiser = TO, Trip Leader = TL,  
(N.B. The TO can delegate some of his/her tasks to the TLs and others.)

### Before 0<sup>th</sup> Week:

- TO: Book Accommodation.
- TO: Send Trip Description to President for Termcard.
- TO: Help Trip & Safety Coordinator find Co-Leaders / Drivers if necessary.

### Before Free Tea in 1<sup>st</sup> Week:

- TO: E-mail the Archivist to request which maps you'll need for the trip.
- TO, & TLs: Meet to discuss possible walks to be carried out during the trip.
- TO: Prepare a Description Sheet for the trip.
- TO, & TLs: Read the Trip Guidance Notes, Risk Assessment, Code of Practice and Trip Leader Safety Document.

Attend the Free Tea, bringing Description Sheets, maps, and a smile!

### 2<sup>nd</sup> Week:

- TO, and/or TLs: Attend the Trip Ballot Meeting.
- TO & TLs: Sign the Trip Leaders' and Organiser's Agreement.
- TO: Tuesday - send e-mails to those who have been allocated a place on the trip.
- TO: Tuesday - send e-mails to those who have not been allocated a place on the trip, explaining why, and stating which trips still have places available.

### Two Weeks before the Trip:

- TO: Send an e-mail to the participants including information about the meeting time and place, a reminder of the equipment needed and an offer to borrow waterproof trousers. Chase up any details you still need.
- TO: Ring accommodation to confirm:
  - Number of males / females in the group (for a Youth Hostel).
  - Arrival time, and details for key collection / registration.
  - Minibus parking arrangements.
  - Cooking facilities and provision of fridges / cutlery / plates, etc.

### One Week before the Trip:

- TO: Arrange to receive the Club's group YHA card from the Trip & Safety Coordinator if necessary.
- TO: Ring Hotsons to confirm that the correct minibus is booked for the correct dates.
- TO & TLs: Arrange with the quartermaster when to pick up equipment from Stores, and find out what food is left-over in the stores from previous trips, deliver the Loan Agreement Form if necessary.
- TO: Wednesday (or before) - fill in the Sports Federation's Trip Registration Form on-line.
- TO: Send an e-mail out to participants with any new details and a reminder of the meeting time and place. If participants need to sign out equipment from Stores, arrange a time for them to do this.
- TO: Organise the shopping trip.
- TO & TLs: Organise the collection of the minibus, inform driver of the information that is required and ask them to (re)read the Minibus Drivers Advice Sheet. Get a cheque from the Treasurer to cover the cost of the booking.

### The Week after the Trip:

- TO & TLs: Fill in the 'Participants Report Form', 'Weekend Trip Report Form', and the 'Payment Request Forms', and send them with all receipts, the YHA card and the Trip Information File to the Trip & Safety Coordinator.\*
- \* TO: Arrange with the Quartermaster to return all of the equipment that was borrowed for the trip.
- \* TO: Arrange with the Archivist to return all of the maps that were borrowed.
- \* TO: Send the invoices and yellow damage forms from Eurodrive to the Secretary.\*

\* It is only after these things have been done that the treasurer can reimburse trip expenses

## Checklist - Minibus Day Trips

Note: Trip Organiser = TO, Trip Leader = TL.

(N.B. The TO can delegate some of his/her tasks to the TLs and others.)

### Before 0<sup>th</sup> Week:

- TO: Send Trip Description to President for Termcard.
- TO: Help Trip & Safety Coordinator find Co-Leaders / Drivers if necessary.

### Before Free Tea in 1<sup>st</sup> Week:

- TO: E-mail the Archivist to request which maps you'll need for the trip.
- TO, & TLs: Meet to discuss possible walks to be carried out during the trip.
- TO: Prepare a Description Sheet for the trip.
- TO, & TLs: Read the Trip Guidance Notes, Risk Assessment, Code of Practice and Trip Leader Safety Document.

Attend the Free Tea, bringing Description Sheets, maps, and a smile!

### 2<sup>nd</sup> Week:

- TO, and/or TLs: Attend the Trip Ballot Meeting.
- TO and TLs: Sign the Trip Leaders' and Organiser's Agreement.
- TO: Tuesday - send e-mails to those who have been allocated a place on the trip.
- TO: Tuesday - send e-mails to those who have not been allocated a place on the trip, explaining why, and stating which trips still have places available.

### Two Weeks before the Trip:

- TO: Send an e-mail to the participants including information about the meeting time and place, a reminder of the equipment needed and an offer to borrow waterproof trousers. Chase up any details you still need.

### One Week before the Trip:

- TO: Ring Hotsons to confirm that the correct minibus is booked for the correct dates.
- TO & TLs: Arrange with the quartermaster when to pick up equipment from Stores, deliver the Loan Agreement Form if necessary.
- TO: Wednesday (or before) - fill in the Sports Federation's Trip Registration Form on-line.
- TO: Send an e-mail out to participants with any new details and a reminder of the meeting time and place. If participants need to sign out equipment from Stores, arrange a time for them to do this.
- TO: Organise the collection of the minibus, inform driver of the information that is required and ask them to (re)read the Minibus Drivers Advice Sheet. Get a cheque from the Treasurer to cover the cost of the booking.

### The Week after the Trip:

- \* TO & TLs: Fill in the 'Participants Report Form', 'Minibus Day Trip Report Form', and the 'Payment Request Forms', and send them with all receipts and the Trip Information File to the Trip & Safety Coordinator.
- \* TO: Arrange with the Quartermaster to return all of the equipment that was borrowed for the trip.
- \* TO: Arrange with the Archivist to return all of the maps that were borrowed.
- \* TO: Send the invoices and yellow damage forms from Eurodrive to the Secretary.

\* It is only after these things have been done that the treasurer can reimburse trip expenses