



Student Group Travel Policies

Important Phone Numbers

Center for Social Concern

(410) 516-4777

business hours M-F 8:30-5

JHU Security

(410) 516-7777, (410) 516-4600

CSC Staff Advisor

CSC Staff Advisor Cell

CSC Student groups traveling outside of the Baltimore area must have travel plans approved 2-4 weeks prior to departure by their CSC Staff Advisor. Student groups should not rent CSC vans overnight and must rent from Enterprise. Please speak with your CSC staff advisor if you have questions about overnight van rentals. Costs for Enterprise Vans must be included in the group's budget. Once approved, please follow these guidelines:

What You Need to Submit to the CSC:

1. Itinerary Form (provided by the CSC)
 - a. List of names of all attendees
 - b. Where you will be staying - hotel, campsite, etc.
 - c. Contact information for that location.
 - d. Days and Times of arrival and departure
2. Emergency Contact and Medical Information Form (provided by the CSC) for each student

In Case of any Emergency:

1. Dial 911 if necessary.
2. Contact the Center for Social Concern during business hours (410) 516-4777.
3. Contact your CSC ADVISOR or CSC staff at the above phone numbers if the Center is closed.
4. Contact JHU Security if the Center for Social Concern is closed (410) 516-7777 or (410) 516-4600.
 - o If necessary, JHU Security will contact the Dean on Call.
 - o You should never contact the participants' emergency contacts.
 - o Please have all of the information easily accessible that the CSC has provided to you in advance of your trip so that information can be shared with applicable JHU staff.

DRIVING POLICIES:

- Drivers must obey all traffic laws. Drivers who receive a speeding or parking ticket will not be reimbursed. **There is never a reason to speed.** We would always prefer people to be a little late than to speed.
- Drivers should not drive between the hours of 12 midnight and 5am. Exceptions to this standard can be made by your CSC advisor but you must receive approval to this exception.
- On extended trips (over 2 hours), it is preferred if drivers switch every 2 hours, and a driver should never drive more than 4 hours at a time (if you have more than 1 driver, follow policy of Enterprise Rent-A-Car).
- The passenger (co-pilot) should always remain awake to assist in navigation, and to keep the driver awake.
- Drivers must not use their cell phones or text while driving. If vehicles need to communicate with each other the co-pilot should use the phone.
- Drivers must not engage in any activity which will distract them from driving (changing radio stations, eating items that distract attention from road, using GPS etc.).
- Music should never be at a volume that can be interpreted by anyone as too loud. When arriving at a location (campsite, daytrip area, gas station etc.) music should be turned off.