



Travel Checklist

Travel refers to activities in which 4-H is organizing the transportation and/or accommodations for a 4-H event.

Travel examples include, but are not limited to: carpooling or renting a bus to attend an event, or overnight stays at a hotel or hall.

Risk Management Strategies

Safety information and recommendations contained in this safety checklist are believed to reflect best practices to reduce risk. The suggested risk management strategies are considered minimum standards for group travel.

Preparation

- All youth members and their parents/guardians are informed of potential risks involved in the activity, as well as the safety rules and procedures.
- All youth members and their parents/guardians will be informed of the transportation plan and itinerary prior to departure.
- All youth members and their parents/guardians are informed of the equipment/clothing required for the activity.
- Emergency contact and medical information for all participants will be on-hand throughout the event, as well as dedicated phones for emergencies.
- All parents/guardians will have contact information to reach a supervising Trained Leader throughout the event.
- Members and/or supervisors with the member must have access to emergency medications (i.e. Epi-Pens). Do not store with luggage or in a separate vehicle.
- Parents/guardians to be made aware of which vehicle their member is travelling in and have contact information for the driver/screened supervisors.

Supervision

- Adheres to Youth Safety Supervision Policy, Rule of Two, and Supervision Ratios.
- The overall plan must account for enough screened volunteers to meet the Supervision Ratio in the case of an emergency. For example, if a member is injured and needs to be separated from the group, two extra chaperones would be needed to supervise this member while the rest of the group carries on.
- Safety rules and procedures are enforced throughout the activity.
- Emergency action plan is in place to deal with accidents/injuries.

Each Vehicle Involved in Transportation Must Have:

- Two (2) trained leaders or screened volunteers. (A parent driver must complete screening.)
- A driver over the age of 21 to ensure an appropriate amount of maturity and driving experience.
- A copy of the driver's licence.
- A copy of the vehicle's insurance policy.
- A signed acknowledgement of liability from the vehicle owner. (Sample Attached.)
- Emergency contact information and medical information for each member in the vehicle.
- First aid kit.



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<ul style="list-style-type: none">• Cell phone for emergencies.• Itinerary with check-in times.
Facilities <ul style="list-style-type: none">• Activity area is free of hazards/debris.• Proper lighting and ventilation, when applicable.• Safety rules/regulations are posted/reviewed prior to the activity.• Indoor facility has a clearly marked emergency exit.• Any waivers required by the facility are signed by parents/guardians prior to departure and a sample is submitted with an Activity Plan to the provincial 4-H organization.
Overnight Events <ul style="list-style-type: none">• There must be separate accommodations for participants over the provincial age of majority, and trained leaders, screened volunteers, and chaperones.• Supervisors to ensure that members are in their room at lights-out by checking from the doorway.• Two supervisors are required to conduct a room check, with at least one of them sharing the same gender as the room's occupants. If only one supervisor shares the same gender, they should be the one to perform the visual room check. Supervisors are not to enter member rooms unless there is an emergency.• It is recommended each member have their own bed. Members can be given the option to share a double bed (same gender) if space is limited, but if they decline they must be provided a single bed.• If necessary, a parent, guardian, or older sibling, may share a room with their own children or siblings, but it is best if all youth have the same experience by sharing rooms between themselves.• In a group sleep setting (i.e. a hall), members to be grouped according to gender, with a separate sleeping space for participants over the provincial age of majority and supervisors.
Costs <ul style="list-style-type: none">• All costs to be clearly communicated to families in advance, including any spending money required during travel.