

UGA OUTDOOR RECREATION – TRIP & CLINICS – POST-TRIP PROCEDURES

Purpose: The purpose of this document is to outline the standard post trip procedures of the Outdoor Program.

Scope: The trips and clinics program runs between 40 – 80 different outdoor adventure trips and clinics annually. While individual program offerings differ, the post trip procedures stay relatively standard.

Post-trip procedures:

I. VEHICLE CONSIDERATIONS

- a. Departmental vehicles should be fully refueled after use within 72 hrs. of event completion. The department fleet fuel cards should be used for all fuel purchases. It is mandatory to get a receipt for all transactions. This receipt should be placed within the manila envelope pouch containing the fuel card inside the vehicle packet.
- b. The driver is responsible for completely filling out the Driver Log found within each vehicle on the clipboard between the front seats. The drivers name, purpose of trip, date, beginning mileage reading, ending mileage reading, fuel added, and any addition comments concerning the vehicle should be recorded. If there are any unusual circumstances regarding a departmental vehicle, notify the Graduate Assistant for Outdoor Recreation immediately.
- c. It is the responsibility of the trip leaders to completely clean out the interior of the vehicles after each use. If the exterior of the vehicle needs a more detailed cleaning, a pressure cleaner and shop vacuum are located at automotive services and can be used at no cost.
- d. Vehicle packets and keys should be returned to the Graduate Assistant for Outdoor Recreation or an ORC student supervisor on duty. These keys need to be locked in the lock box in the graduate cave when not in use.

II. POST-TRIP PAPERWORK

- a. The following documents should be submitted to an ORC supervisor for processing:
 - i. Completed post-trip participation evaluations
 - ii. Trip control form (filled out by leaders of the trip)
 - iii. Trip leader pay slips (supervisor to deliver these to Assistant Director)
 - iv. Any and all receipts collected from the trip. (i.e. Parking passes, park entrance paperwork, other...) These receipts will be turned into the business office for processing.

- b. The student supervisor will process all the post-trip paperwork and record entries into Qualtrics software. Then they will file the completed trip folder into the archive in the student work station.
- c. The Graduate Assistant on a monthly basis will follow up with the student supervisors to ensure all data has been recorded.
- d. The Graduate Assistant will schedule a post-trip debrief with the trip leaders to discuss and reflect on the event. At this time they will collectively go over feedback forms from participants and discuss what was learned on the trip.

III. GEAR POLICY

- a. Upon return from a trip leaders will have participants assist in bringing all trip gear into the ORC.
 - i. Tents will be set up in the hallway to dry out after use. All pieces that are labeled individually should be carefully matched. Any damages should be assessed after a complete visual inspection by the leaders. Make sure the tents are out of the way of foot traffic and places as close to the railing as possible. Dirty ground tarps can be washed and hung to dry on the line in the bouldering courtyard.
 - ii. Participants must take home any personally rented gear and return them during normal operating hours of the ORC.
- b. Leaders will organize trip gear into well labeled piles so that the next staff can easily determine which gear was used on a trip. The next available staff will process all the gear by cleaning it and checking it back into the Fusion software.
 - i. Hang sleeping bags. Group them to warmth rating.
 - ii. Clean water filters
 - iii. Clean all pieces of the group cookware.
- c. If boats were used on a trip follow these guidelines:
 - i. Back in trailer to E09 lot adjacent to the building near the boat bunker.
 - ii. Obtain the keys from the ORC to open the boat bunker and unlock the water access on side of Ramsey building.
 - iii. Wash down all boats inside and out with the hose from the bunker.
 - iv. Properly roll up all boat straps neatly and place them in the appropriate bins in bunker.
 - v. Wash all paddles and PFD's.

- vi. Hang PFD's to dry on hangers in the bunker. Place paddles on the wall hooks in accordance with type of paddle.
 - vii. Once dried place boats on the racks in the bunker. Do not leave standing water in the boats.
- d. Trailers are to be locked back behind the gate at Lake Herrick following a trip. Back in all trailers parallel to each other and make sure they are then padlocked. Do not block access to the Ramsey building in the E09 lot with the trailer.