

**Tai Poutini Polytechnic  
Outdoor Recreation Department**

**TRAMPING**

**Important Info:**

- 1) Please **ensure detailed intentions have been left for your route** (photocopy an 'easy to read' student's route plan and attach it to the intentions form or write each night's destination on form)
- 2) Please **get students to set up the radio each night and call in to Chch IB Base**, let them know where you are and where you are heading tomorrow. If you need to contact the Polytech, IB Base can relay messages for you.
- 3) Please record mileage.
- 4) It would be great if each student had an opportunity to be the leader of the group and feedback given when appropriate.

**Please ensure you take the following with you:**

- Contact numbers for the Polytechnic (card – should be in PLB)
- First Aid kit with Epipen (students should have – please check)
- Mountain radio
- PLB
- Student Medical Info

Should also have but don't need to take:

- Student Register
- Trip Report Form

**On Return**

- 1) Call the office 0800 800 411 as soon as you have cell reception on the road.
- 2) Sign in at reception, or if after hours call Karen Kennedy (refer to comms card)
- 3) Complete: Trip Report  
Register with comments re: students ability/attitude/general observtn  
If necessary get from O'Rec office:  
Hazard Report  
Accident/Incident form (let Programme Coordinator know!).  
(These all go in red box in HOD's office)
- 4) Sign in all TPP equipment
- 5) Mountain radio and PLB returned to O'Rec office
- 6) Refuel vans. Fill in logbooks. Return rental vans to Greenfield Motors (on Tainui St). Return TPP van pouches and keys to main office. After hours – ask manager for procedures.
- 7) Complete timesheet and travel reimburse (if you're P.A.Y.E)

**THANKS AGAIN – SEE YOU NEXT TIME ☺**