NROTC UNIT, UNIVERSITY OF KANSAS: LEAVE RISK ASSESSMENT WORKSHEET

Name: ________________________________

The purpose of this worksheet is to give you a chance to evaluate your upcoming leave/travel plans and control the risks involved. **Circle the Number** for all items that are **true about you during this leave**:

Points

1. I am single
2. I am an E-5 or below or a Sophomore or Freshman
3. I am 25 years old or younger
4. I will be traveling in Kansas
5. I will be traveling outside Kansas but in The USA
6. I will be traveling outside The United States
7. I will be traveling in a commercial airplane
8. I will be traveling on a train
9. I will be traveling on a bus
10. I will be traveling in a car
11. I will be traveling on a motorcycle
12. I will be driving in another country
13. I will be driving less than 500 miles
14. I will be driving more than 500 and less than 1000 miles
15. I will be driving more than 1000 miles
16. I will drive less than 300 miles per day
17. I will drive more than 300 miles per day
18. I have less than 5 days leave and greater than 1 day travel
19. I will have less than 8 hours rest before I go on leave
20. I have exams the day that I am leaving on travel
21. I have duty or will start classes within 12 hours of return
22. I am driving alone
23. Personal Stressor. (Martial, Family crisis, career decision looming, other = 1 point each)

-------- Total Points
0-10 Points = Low Risk
10-20 Points = Moderate Risk
20 Points or more = High Risk

**Note:** If You are in the Moderate Risk or High-Risk category you have a better than average risk for a traffic mishap. Your advisor, the YNC or the XO (as applicable) should work with you to reduce the risk factors (allow more time to travel, take more leave, adjust the departure/arrival time, duty day swap, etc.)

Individual’s Signature ________________________________ Date ______

Supervisor’s Signature ________________________________ Date ______

SEE BACK PAGE FOR SUPERVISOR’S GUIDANCE
Guidance for Supervisors

1. Are travel routes planned in advance?

2. Are departure and arrival times appropriate to preclude speeding/fatigue and accommodate unexpected delays/bad weather? Is the number of hours allotted sufficient for mileage? (The Navy/Marine Corps permits 350 miles per day for PCS or TDY travel. Off-duty drivers should plan on no more than 8 hours on the road per day.)

3. Does the planned trip include sufficient time for meals and rest stops? (Drivers should plan for at least a 15-minute rest stop every 2 hours.)

4. Has weather forecast been checked for planned routes/destinations?

5. Is the vehicle in safe operating condition?

6. Is vehicle insurance up to date/current?

7. Does driver have valid driver's license?

8. Does service member know procedure to follow to avoid hurrying in case of an emergency or unscheduled delay?