STUDENT TRAVEL
PURPOSE
To ensure that student safety is a priority; this policy for student travel is intended to assist students in safe travel for College District-sponsored trips.

TRAVEL
Student travel must have a College District direct instructional benefit. Travel is defined as any approved College District-related activity during or outside of usual working hours taking place anywhere other than a campus location. Students may be approved to travel with the College District for three reasons: academic-related travel, athletic-related travel, and student organization travel.

TRANSPORTATION
Students traveling together on a College District-sponsored trip in a College District-owned or -leased vehicle or in a common carrier shall use the same mode of transportation for traveling to and returning from the designated activity. Students who need to leave a trip early, stay late, or travel in a different manner must execute and submit a release of liability via alternate transportation form to the appropriate dean or vice president at least five academic calendar days prior to the date of the scheduled travel.

College District employees shall not transport students in personal vehicles. Advance written approval from the appropriate administrator shall be obtained before any College District employee transports students in a College District-owned or -leased vehicle. Travel arrangements for student groups shall be made in accordance with administrative regulations.

College District employees are prohibited from organizing and/or sanctioning students to carpool to events.

Acceptable forms of transportation include but are not limited to:

1. A student's personal vehicle (if the distance traveled is less than 60 miles).

2. A student's personal vehicle for distances over 60 miles, with prior written approval from the vice president/provost for academic travel or the vice president of student development for student organization travel.

3. College District-owned or -leased vehicles.

4. A common carrier (plane, bus, train). Bus companies must provide insurance documentation showing a minimum of $5 million dollars in coverage.

A student who elects to take his or her own vehicle or transportation not provided by the College District must execute and submit the release of liability via alternative transportation form [see FK(EXHIBIT)- A and B] to the appropriate vice president at least
five academic calendar days (not including weekends) prior to the date of the event.

Only College District employees or contracted transportation company drivers of the College District shall be authorized as drivers of College District-owned or -leased vehicles. Any vehicle worth more than the maximum insured amount stated on the College District's automobile insurance policy leased for the purpose of transporting students shall have the loss damage insurance purchased.

A driver who is transporting students in College District-owned or -leased vehicles must adhere to the College District's transportation management policy. [See CJ(LOCAL)]

**BEHAVIOR**

Responsible parties and advisors of record shall adhere to the Employee Standards of Conduct. [See DH(LOCAL)] Students shall adhere to the Student Code of Conduct located in the College District student handbook.

**TRAVEL EXCEPTIONS**

Any exceptions to the student travel policy must be requested in writing and approved by the appropriate vice president prior to travel.

**LIABILITY WAIVER FORM**

Each student participating in student travel shall complete a liability waiver form or athletic liability waiver form, as appropriate. A list of all attendees and copies of each waiver shall be on file with the custodian of record, as defined below, at least three calendar days (not including weekends) prior to departure. The advisor, advisor of record, faculty member, or other responsible party shall have copies of each student's waiver in his or her possession throughout the trip.

**CUSTODIAN OF RECORDS**

The academic dean shall be the custodian of all liability waivers for academic student travel. The athletic director shall be the custodian of records for all athletic liability waivers for athletic travel. The director of student life shall be the custodian of liability waivers for travel associated with participation in a student organization.

**LODGING PROVISIONS**

Students shall not share a room with an advisor, advisor of record, faculty member, or other responsible party. Students shall only room with fellow students of the same sex and each student shall have his or her own bed. Students shall not change their room assignment without prior permission from the advisor, advisor of record, faculty member, or other responsible party.

**DAILY MEETING**

Students shall be required to meet as a group at least once per day during the period of travel with their advisor, advisor of record, faculty member, or other responsible party. These meetings shall give the group an opportunity to touch base, address any issues, and communicate information. Students shall be expected to arrive to
programs and events on time and attend all sessions. Attending optional activities shall be at the discretion of each individual.

TRAVEL MEETING

Students, advisors, advisors of record, faculty, and other responsible parties traveling on overnight trips with students for academic, athletic, or student organization activities shall attend a travel orientation meeting with the dean of students’ office at least once per academic calendar year (September 1 – August 31). Students, advisors, advisors of record, faculty members, and other responsible parties who have not completed the required travel orientation meeting at least three academic calendar days (not including weekends) prior to their departure date shall not be permitted to travel.
EXPENSES
All student travel expenses must be pre-approved in writing by the area dean/vice president. Expenses are paid using the student field trip form.

LIABILITY WAIVERS
Each student participating in student travel must complete a liability waiver form/athletic liability waiver form [Exhibit-C and -D]. A list of all attendees and copies of each waiver must be on file with the custodian of records as defined below three working days prior to departure. Responsible parties must have copies of each student's waiver in their possession throughout the trip.

CUSTODIANS OF RECORDS
The area dean is the custodian of all liability waivers for academic student travel. The athletic director is the custodian of all athletic liability waivers for athletic travel. The director of student life is the custodian of all liability waivers for student organization travel. In compliance with the State Retention Schedule 1000-42 GR, liability waivers will be kept three years from the date of the travel.

TRAVEL MEETING
Students traveling on overnight trips must meet with a representative from the dean of student's office once per academic year for student travel orientation. Before traveling for the first time each academic year, students will contact the dean of student's office to schedule a meeting time. Students who have not completed the required student travel orientation meeting prior to their departure date will not be permitted to travel.

RESPONSIBLE PARTIES
A College District employee, designated as a responsible party, will travel with students. Responsible parties will check travel meeting records prior to the departure to ensure each student has attended a travel meeting. Responsible parties will also keep copies of each student's waiver in their possession throughout the trip. Any additional compensation, class release time, class coverage, etc. for the employee must be requested in writing to the area dean before travel is approved. If no College District employee is available to travel with students, an advisor of record (as defined below) may be appointed to travel with the students. Special, written approval must be obtained from the appropriate vice president prior to the event, if an advisor of record is traveling with students.

ADVISOR OF RECORD
A professional from a different institution of higher education or company attending the same event who agrees to act as the responsible party for the students may, subject to restrictions and policy provided herein, serve as an advisor of record. Advisors of record must meet with a representative from the dean of student's office and go through training on the College District's policies prior to the event. Advisors of record will not have their expenses covered by the College District.
DAILY MEETINGS/ PARTICIPATION

Responsible parties/advisors of record are required to meet with the students as a group at least once per day during the period of travel. These meetings give the responsible party/advisor of record an opportunity to touch base with the students, address any issues, and communicate information. Responsible parties/advisors/students are expected to arrive to programs/events on time and attend all sessions. Attending optional activities is at the discretion of each individual.

Students traveling together in a College District-sanctioned trip in a College District-owned or -leased vehicle or in a common carrier will use the same mode of transportation for traveling to, and returning from, the designated activity.

Students/responsible parties/advisors of record who need to leave the trip early, stay late, or travel in a different manner must execute and submit the release of liability via alternative transportation form [FK(EXHIBIT)-A and -B) to the appropriate dean/vice president at least five working days prior to the date of the event.