



**Student**



**Travel**



**Procedures**



**COLLIN  
COLLEGE**

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**All students and responsible parties traveling on a Collin College-sponsored trip must review this document in its entirety and complete the appropriate *Student Travel Training Liability Waiver and Acknowledgment Form* only one (1) time during the current academic calendar year (i.e., beginning of Fall semester through end of Summer III term).**

### **Student Travel Board Policies**

To view Board policies CJ (LEGAL) and CJ (LOCAL) regarding transportation management and student travel, go to <https://pol.tasb.org/Policy/Search/304?filter=cj>. To view Board policies FK (LEGAL) and FK (LOCAL) associated with student activities and athletics, go to <https://pol.tasb.org/Policy/Search/304?filter=fk>.

### **Purpose**

To ensure student safety is a priority and comply with *Section 51.950* of the *Texas Education Code*, these procedures are intended to assist students in safe travel for Collin College-sponsored trips. To view *Section 51.950* of the *Texas Education Code*, go to <https://statutes.capitol.texas.gov/Docs/ED/htm/ED.51.htm#51.950>.

### **Definition of Student Travel**

Student travel is defined as any approved Collin College-related event or activity taking place anywhere other than a Collin College location. Only students currently enrolled at Collin College will be allowed to participate in student travel. Student travel must directly benefit Collin College, and categories of student travel include, but are not limited to, the following:

1. academic travel,
2. athletic travel,
3. co-curricular travel (e.g., Community College Day at the Capitol, Honors Institute, Leadership Development Institute),
4. Continuing Education (CE) and Workforce Development travel,
5. extracurricular travel (e.g., intramural sports, Student Engagement trips), and
6. student organization travel.

### **Definition of Collin College Location**

The term “Collin College location” includes, but is not limited to:

1. all Collin College main campuses, centers, and satellite campuses;
2. locations at which dual credit courses are offered;
3. clinical, co-operative work experience, internship, lab, and practicum sites; and
4. approved co-curricular, extracurricular, and service learning locations.

## **Custodian of Records**

The dean of students or designee will be the custodian of records for all completed *Student Travel Training Liability Waiver and Acknowledgment Forms*.

The appropriate academic/workforce dean, associate academic/workforce dean, program director, or designee will be the custodian of records for all completed:

1. academic/workforce *Trip and Participants' Information Forms* and
2. academic/workforce *Emergency Contact Information Forms*.

The appropriate Continuing Education (CE) and Workforce Development program director or designee will be the custodian of records for all completed:

1. Continuing Education (CE) and Workforce Development *Trip and Participants' Information Forms* and
2. Continuing Education (CE) and Workforce Development *Emergency Contact Information Forms*.

The director of athletics or designee will be the custodian of records for all completed:

1. *Athletic Liability Waiver Forms* and
2. *Athletic Emergency Contact Information Forms*.

The appropriate dean of student and enrollment services or designee will be the custodian of records for all completed:

1. co-curricular, extracurricular, and student organization *Trip and Participants' Information Forms*; and
2. co-curricular, extracurricular, and student organization *Emergency Contact Information Forms*.

All student travel forms will be retained by the appropriate custodian of records for three (3) years from the end of the academic calendar year in which the trip occurs, in accordance with Collin College's records retention procedures. To view the Board policies associated with records retention, go to <https://pol.tasb.org/Policy/Search/304?filter=cia>.

## **Responsible Party**

Every athletic coach, co-curricular advisor, extracurricular advisor, faculty member, instructor, staff member, student organization advisor, travel advisor, or travel advisor of record overseeing approved student travel will be identified as the "responsible party." The responsible party will be required to monitor and ensure compliance with the student travel procedures and Collin College policies.

## **Responsible Party to Student Ratio and Maximum Number of Participants**

At a minimum, for every 6 students attending, one (1) responsible party must travel with the students for the entirety of an approved trip if:

1. the group is traveling in a Collin College-owned or -leased vehicle;
2. the trip requires an overnight stay; or
3. the trip is required by a Collin College registered student organization, in accordance with [Section 51.950](#) of the [Texas Education Code](#).

A maximum of 18 students and a minimum of three (3) responsible parties are allowed to travel for an approved trip. Travel requests for groups larger than the maximum size of 18 students and three (3) responsible parties will be considered an exception requiring administrative review and approval by the vice president of student and enrollment services and/or the appropriate campus provost.

## **Travel Approval**

All student travel must be approved in advance. Student travel requests will be made in accordance with administrative regulations and considered on a case-by-case basis. Responsible parties must receive approval through the appropriate academic/workforce, athletic, co-curricular, Continuing Education (CE) and Workforce Development, extracurricular, or student organization travel request process prior to arranging travel accommodations or recruiting students.

Travel arrangements will be made in accordance with administrative regulations. Program directors, associate academic/workforce deans, academic/workforce deans, and/or vice president/provosts will review proposed academic and Continuing Education (CE) and Workforce Development student trips to ascertain the following:

1. compliance with administrative regulations,
2. feasibility/travel logistics,
3. student accessibility to transportation, and
4. academic discipline/pedagogical relevance.

Only students and responsible parties in good standing with Collin College will be approved to travel. Student travel will be reserved for students presenting research, traveling as part of a curricular expectation, representing Collin College in a competition, participating in a departmentally sponsored event, and/or representing a registered student organization as an officer.

## **Traveling with Minor Students**

For the purpose of these travel procedures, all students under the age of 18 will be considered minors. Prior to travel, each minor student must inform the responsible party they are under the age of 18. The responsible party must provide their supervisor and the appropriate custodian of records with a list of the names of all minor students attending the trip. Additionally, all responsible parties traveling with minor students must complete the online "Child Abuse and Molestation Awareness and Prevention in Texas" training prior to the trip. For additional information and to obtain access to this online training, contact the Human Resources Office (HR) at 972.985.3783.

## **Transportation Options**

All students and responsible parties participating in a Collin College-related trip will use the same mode of transportation under any of these conditions:

1. a Collin College-owned or -leased vehicle is being utilized for the trip,
2. the trip requires an overnight stay, and/or
3. the trip is required by a Collin College registered student organization, in accordance with [Section 51.950](#) of the [Texas Education Code](#).

Students and responsible parties will not travel together in a personal vehicle. Advance written approval from the appropriate administrator(s) will be obtained before a responsible party transports students in a Collin College-owned or -leased vehicle.

### **Acceptable Forms of Transportation To and From the Event Site**

Acceptable forms of transportation for student trips include, but are not limited to:

1. a student's personal vehicle, if the travel does not require an overnight stay. All students taking a personal vehicle must adhere to local, state, and federal laws;
2. Collin College-owned or -leased vehicles; and
3. a common carrier (i.e., bus, plane, or train).

Only responsible parties, Collin College employees, or Collin College-contracted transportation company drivers will be authorized as drivers of Collin College-owned or -leased vehicles. A responsible party who is transporting students in a Collin College-owned or -leased vehicle must adhere to Collin College's transportation management policy located at <https://pol.tasb.org/Policy/Search/304?filter=cj>. Students and responsible parties must adhere to all local, state, and federal transportation regulations.

Responsible parties are prohibited from organizing and/or sanctioning students to carpool to events.

### **Rideshares, Shuttles, Subways, and Taxis**

When using rideshares, shuttles, subways, taxis, and/or any other form of metropolitan transportation, responsible parties will ensure students are traveling in groups of at least (3) people. An individual student may not travel alone in any of these modes of transportation. Groups smaller than four (4) people total must always travel together in any of these modes of transportation.

Students must obtain permission from a responsible party before using rideshares, shuttles, subways, taxis, and/or any other form of metropolitan transportation to go off-site for any reason. If permission is granted, a responsible party will ensure students are traveling in groups of at least three (3) people.

## **Athletic Travel**

Travel rules and regulations for athletic teams and competitions are governed by the National Junior College Athletic Association (NJCAA). Additionally, every student participating in athletic travel must complete an *Athletic Liability Waiver Form* only one (1) time during the current academic calendar year. The *Athletic Liability Waiver Form* is only valid for athletic travel. A copy of every student's *Athletic Liability Waiver Form* must be on file with the appropriate custodian of records prior to departure.

Student athletes traveling for any reason other than athletic travel will need to complete the appropriate general *Student Travel Training Liability Waiver and Acknowledgment Form* and meet any other requirements listed in these student travel procedures.

## **Field Trips and Day Trips**

### **Definition**

Any student travel that does not require an overnight stay will be considered a field trip and/or day trip.

### **Emergency Contact Information Form**

Every student participating in academic/workforce, co-curricular, Continuing Education (CE) and Workforce Development, extracurricular, or student organization field trips and/or day trips must complete an *Emergency Contact Information Form* for each trip if:

1. the group is traveling in a Collin College-owned or -leased vehicle; and/or
2. the trip is required by a Collin College registered student organization, in accordance with [Section 51.950](#) of the [Texas Education Code](#).

The responsible party must keep a copy of every student's *Emergency Contact Information Form* in their possession throughout the duration of each trip. A copy of every student's *Emergency Contact Information Form* must be on file with the appropriate custodian of records prior to departure.

### **Trip and Participants' Information Form**

Every responsible party overseeing academic/workforce, co-curricular, Continuing Education (CE) and Workforce Development, extracurricular, and student organization field trips and/or day trips must complete a *Trip and Participants' Information Form* for each trip if:

1. the group is traveling in a Collin College-owned or -leased vehicle; and/or
2. the trip is required by a Collin College registered student organization, in accordance with [Section 51.950](#) of the [Texas Education Code](#).

The responsible party must keep a copy of each *Trip and Participants' Information Form* in their possession throughout the duration of each trip. A copy of each *Trip and Participants' Information Form* must be on file with the appropriate custodian of records prior to departure.

## **Overnight Travel**

### **Definition**

Any student trip that requires an overnight stay will be considered overnight travel.

### **Emergency Contact Information Form**

Every student participating in overnight travel must complete an *Emergency Contact Information Form* for each trip. The responsible party must keep a copy of every student's *Emergency Contact Information Form* in their possession throughout the duration of each trip. A copy of every student's *Emergency Contact Information Form* must be on file with the appropriate custodian of records prior to departure.

### **Trip and Participants' Information Form**

Every responsible party overseeing overnight travel must complete a *Trip and Participants' Information Form* for each trip. The responsible party must keep a copy of each *Trip and Participants' Information Form* in their possession throughout the duration of each trip. A copy of each *Trip and Participants' Information Form* must be on file with the appropriate custodian of records prior to departure.

### **Lodging Provisions**

A responsible party will make appropriate room assignments for all student participants. Students will not share a room with a responsible party. Students will only room with fellow students of the same gender, and every student will have their own bed. Students will not change their room assignments without prior permission from a responsible party. For questions or concerns regarding lodging provisions, contact the Dean of Students Office at 972.881.5604 or [dos@collin.edu](mailto:dos@collin.edu).

### **Daily Meeting**

Students and responsible parties will be required to meet as a group at least once each day during the period of travel. These meetings will give the group an opportunity to touch base, address any issues, and communicate information. Students and responsible parties will be expected to arrive to programs and events on time and attend all sessions. Attending optional activities will be at the discretion of each individual.

## **Behavior and Safety**

### **Behavior**

Students must adhere to the *Student Code of Conduct*, applicable Board policies, and Collin College procedures. For additional information, see the *Student Code of Conduct* located in the current student handbook available on Collin College's website at <https://www.collin.edu/studentresources/personal/studenthandbook.html>.

Responsible parties must adhere to the *Employee Standards of Conduct*, applicable Board policies, and Collin College procedures. To view the Board policies associated with employee standards of conduct, go to <https://pol.tasb.org/Policy/Search/304?filter=employee%20conduct>.

### **College Time**

Students and responsible parties are considered to be on "college time" from the moment they arrive at the departure site until they return to the drop-off site at the end of the trip. College time is defined as the time spent traveling to and from the event, the time spent at the event, and all free time throughout the trip. The *Student Code of Conduct*, *Employee Standards of Conduct*, and all student travel-related policies and procedures apply while students and responsible parties are on college time.

### **Health Considerations and Medical Information**

All Collin College procedures regarding health considerations must be followed for the duration of each trip. Additionally, all students and responsible parties are required to adhere to federal, state, and local health regulations for the duration of each trip. For more information and Collin College's specific procedures, go to [www.collin.edu/covid19/index.html](http://www.collin.edu/covid19/index.html).

If students feel comfortable doing so, they may want to consider sharing important medical information (e.g., medical conditions, prescription medications) with the responsible party. Additionally, students and responsible parties may want to consider wearing a medical ID bracelet, medical ID dog tag, and/or updating their medical information in the medical ID/emergency application on their cell phones.

### **Personal Safety Considerations**

Students and responsible parties should use good judgment and trust their instincts. If something feels wrong, it usually is. If a student has a concern, they should talk to a responsible party, hotel staff, security, etc., immediately.

Be careful about wearing nametags or other identifying information away from the event site. These documents notify criminals that students and responsible parties are visitors to the area, which could make them potential targets.

Students must obtain permission from a responsible party before going off-site for any reason. If permission is granted, a responsible party will ensure students are traveling in groups of at least three (3) people.

Make sure hotel room doors are always closed and locked. Do not leave doors open while getting ice or going to the vending machine.

Before answering the hotel room door, identify who is on the other side of it. If there's a peephole, use it. If a hotel staff member is at the door and assistance was not requested, contact the front desk or hotel security before allowing anyone to enter the room.

Students and responsible parties are prohibited from consuming alcohol and using controlled substances at any time during a Collin College-sponsored trip. Additionally, students and responsible parties should not leave food or non-alcoholic drinks unattended or accept food or an open non-alcoholic drink from an unknown person. For more information regarding Collin College's policies on alcohol and controlled substances, see the *Student Code of Conduct* located in the current student handbook available on Collin College's website at <https://www.collin.edu/studentresources/personal/studenthandbook.html>.

### **Emergencies**

In case of an emergency students should:

1. follow the contact procedures established by the responsible party or parties,
2. dial **911** and report the emergency, and
3. if a responsible party is not present, notify them immediately after reporting the incident to 911.

In case of an emergency responsible parties should:

1. dial **911** and report the emergency,
2. notify the responsible party's immediate supervisor, and
3. if a student is involved, notify the student's emergency contact.

## **Weapons and Collin College Travel**

Collin College prohibits the use, possession, or display of a firearm on Collin College property or at a Collin College-sponsored or Collin College-related activity in violation of the law or Collin College policies and procedures, unless written authorization is granted in advance by the College District president or designee.

Collin College prohibits the use, possession, or display of any location-restricted knife, club, or prohibited weapons, as defined by the [Texas Penal Code](#) and described in Board policies [CHF \(LEGAL\)](#) and [CHF \(LOCAL\)](#), on Collin College property or at a Collin College-sponsored or Collin College-related activity, unless written authorization is granted in advance by the College District president or designee.

This policy applies to persons traveling in Collin College-owned vehicles. However, the policies of the owner of the vehicle apply when private or commercial transportation is used for Collin College travel. To view the Board policies associated with weapons, go to <https://pol.tasb.org/Policy/Search/304?filter=weapons>.

## **Travel Exceptions**

A student who needs to request an exception to these student travel procedures including, but not limited to, leaving a trip early, staying late, traveling in a different manner from the group, etc. must complete a *Release of Liability via Alternative Transportation Form*. The completed *Release of Liability via Alternative Transportation Form* must be submitted to the responsible party at least five (5) academic calendar days prior to the departure date. The responsible party will submit the *Release of Liability via Alternative Transportation Form* through the appropriate approval pathway for consideration. The student will be allowed a travel exception only if the *Release of Liability via Alternative Transportation Form* is approved by all signatories in the approval pathway.

## **Travel Commitment and Reimbursement**

If Collin College is paying for a portion or all of a trip, every student participating in the trip must complete the *Travel Commitment and Reimbursement Agreement Form*. The original copy of every student's *Travel Commitment and Reimbursement Agreement Form* will be on file with the appropriate custodian of records prior to departure.

If a student is unable to attend the trip and Collin College funds have been allocated or paid on their behalf, the student will be responsible for reimbursing Collin College the full amount within 30 College District business days. If refunds are available (e.g., conference registration fees, hotel fees, plane tickets), the student is responsible for requesting them. Neither Collin College nor any of its representatives will seek refunds on a student's behalf. A hold will be placed on the student's account and transcripts until they have reimbursed Collin College the full amount.

## **Questions**

If students or responsible parties have questions regarding the Student Travel Procedures, they should contact the appropriate administrator listed below.

For academic travel, contact the appropriate [academic/workforce dean, associate dean, program director, or designee](#).

For athletic travel, contact the [director of athletics or designee](#).

For co-curricular, extracurricular, intramural, and student organization travel, contact [Student Engagement](#).

For Continuing Education (CE) and Workforce Development travel, contact the appropriate [program director or designee](#) or [CE healthcare program director or designee](#).

For Student Travel Training and Student Travel Training Liability Waiver and Acknowledgment Forms, contact the [Dean of Students Office](#).

**Now that you have read this document in its entirety, you must complete the appropriate *Student Travel Training Liability Waiver and Acknowledgment Form*:**

1. Students **Over** the Age of 18 and Responsible Parties: Click [here](#) to complete the online *Student Travel Training Liability Waiver and Acknowledgment Form*.

**OR**

2. Students **Under** the Age of 18: Click [here](#) to download and complete the *Student Travel Training Liability Waiver and Acknowledgment Form*. Submit the completed form to [studenttravel@collin.edu](mailto:studenttravel@collin.edu).

## **Collin College Core Values**

We have a passion for:

Learning

Service and Involvement

Creativity and Innovation

Academic Excellence

Dignity and Respect

Integrity

