

STUDENT TRAVEL POLICY

Policy 3.72

Student Travel Policy

1. **Purpose.** Glen Oaks Community College seeks to promote safe travel to events and activities occurring beyond the boundaries of College property by students, student/athletes, and recognized student organizations. As such, this policy applies to travel both in cases where the travel is sponsored by the College, and in cases where the travel is independent of college sponsorship but where a student travels on behalf of, or with the financial support of, the College. Examples of activities and events that fall under this policy include but are not limited to field trips, athletic trips, activities of recognized student organizations, travel abroad programs, and in situations where a student or recognized student organization officially represents the College (e.g., conferences). This policy does not apply to travel undertaken by individual students engaging in internships, clinicals, or observations, etc.
2. **General Requirements.** All student travel within this policy must meet the following requirements:
 - a. Recognized student organization travel must be consistent with the organization's purpose statement and by-laws on file with Student Government. Travel must be planned, and forms must be submitted per procedures listed in the Student Club and Organization Handbook.
 - b. Student Athletes must have appropriate documents on file with the Athletic Office prior to travel for athletic events.
 - c. All College sponsored travel must be chaperoned by a College faculty or staff member.
 - d. Employees and students are required to adhere to College codes of conduct, the student handbook, the employee handbook, or any rules associated with the club, organization, or association in which travel is warranted.
3. **College Sponsored Student Travel.** To assure that events or activities involving student travel are consistent with the College's mission and that student safety issues have been addressed, College sponsored student travel must be approved in advance by an appropriate administrator. All College-sponsored trips must be chaperoned by a staff or faculty member. If students are traveling on their own for the purpose of a recognized student organization or activity, and College funds are being utilized to support the activity, the sponsor of the student organization or activity must meet with an administrator in the appropriate office (Vice President of Student Services, Athletic Director, etc.) prior to the trip to review specific trip details and expectations.

A Field Trip Waiver of Liability/Hold Harmless Agreement and Student Activity Contract must be completed prior to the travel activity, and the college faculty or staff sponsor must have copies of all waivers on the day of the trip. Any trip taken without submission of required forms and documentation or other violations of this policy may result in individual and/or organizational discipline as outlined in the Student Code of Conduct and Student Club or Organization Handbook

1. **Travel Guidelines.** Glen Oaks Community College, through its various departments and offices, provides opportunities for student travel to activities that facilitate and/or enhance the learning process taking place within the College community. Participation in such activities shall be limited only to members of the College community unless

approved by the appropriate administrator. Students participating in the Travel Abroad program, whether for college credit or no credit, should consult with the Travel Abroad sponsor to ensure appropriate documentation is submitted. Participants in activities involving student travel are responsible for their own behavior and any resulting consequences. The College shall not be liable for any loss, damage, injury, or other consequence resulting from a participant's failure to comply with College rules and regulations, the direction of College employees, or applicable law. Without limiting the foregoing, all trip participants are required to (a) comply with the standards set forth in the Student Code of Conduct and with applicable College policies, procedures, rules and regulations, understanding that such compliance is important to the success of the trip and to the College's willingness to permit future similar activities; and (b) conform their conduct to the standards surrounding the trip and assume responsibility for their own actions, understanding the circumstances of an off-campus activity may require a standard of decorum that may differ from that applicable on campus. Violations may subject participants and sponsoring organizations to disciplinary action pursuant to College policies and procedures. It is the responsibility of the faculty or staff sponsor to assure compliance with these guidelines including but not limited to policies such as the College's vehicle policy and reservation procedures. The following additional guidelines also apply to all travel activities subject to travel guidelines:

- a. **Pre-trip Meeting:** The faculty member, administrator, and/or recognized student organization in charge of the trip should hold a pre-trip planning meeting with all participants to discuss the itinerary, behavioral expectations, and transportation details.
- b. **Transportation:** The sponsoring College department should be prepared to arrange for transportation by official College vehicle(s), rental vehicle(s), chartered service, regularly scheduled transportation service, or, if necessary, personal vehicles. The following rules apply to the use of vehicles:
 - i. **College Vehicles –** Only College employees may operate college vehicles.
 - ii. **Rental Vehicles –** If rented with College funds, only College employees can drive; the employee must comply with all terms of the rental contract.
 - iii. **Contract Bus Service –** Adequate insurance coverage for personal injury and property damage must be provided by the bus company. Contact the Vice President for Finance and Administrative Services to determine if coverage is adequate for student travel.
 - iv. **Regularly Scheduled Carriers –** Regularly scheduled transportation service providers (e.g., Greyhound, Amtrak) may be utilized for transportation.
2. **Personal Vehicles –** Personal Vehicles should only be used on a voluntary basis. The owners/drivers must provide their own insurance coverage. All student participants choosing to ride in a private automobile do so voluntarily and at their own risk. The College shall not insure or accept liability for any damage, loss or injury resulting from the use of a private vehicle. The College does not provide comprehensive or collision (physical damage) insurance for private vehicles driven on College business, and the owner is responsible for primary liability insurance. The College does carry non-owner excess liability coverage to protect the College and employee in the event of a suit resulting from an automobile accident in which an employee was driving on College business.
3. **Accident and Medical Insurance** The faculty member or administrators responsible for the trip shall communicate to the

participants that the College does not provide medical insurance for any student's participation in trips. All student participants shall be responsible for any medical costs they incur during and/or as a result of the trip.

4. Guests of students are not eligible to participate in travel opportunities with the exception of the Travel Abroad program.
5. All participants are required to engage in the planned activities of the trip. Unstructured time should be kept to a minimum to reduce the risks inherent in unsupervised activity.
6. Students with disabilities are entitled to participate in the most integrated settings possible. If a trip or special program is conducted, appropriate accommodations must be offered. If the trip includes transportation, accessible transportation for students with disabilities must be offered.

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