



## Off Campus Travel of Students Representing UA-EACC Campus Policies & Procedures 500.1.4 Chancellor's Office

### UA-EACC OFFCAMPUS TRAVEL OF STUDENTS REPRESENTING UA-EACC

#### I. Purpose and Scope

Occasionally students travel off-campus in conjunction with academic instruction, registered student organization events, or to represent the College. Some trips are made in college vehicles, some in private cars, and on rare occasions students may travel via commercial transportation. UA-EACC supports the philosophy that co-curricular activities are an integral part of the collegiate experience. The purpose of this procedure is to identify the process by which approval for such student travel is obtained.

#### II. Definitions

- **Student:** Defined in Campus Procedure 501.1 as “someone who is conditionally admitted to the institution or someone who is currently or was previously enrolled in an academic program at the college.”
- **Parental Consent:** Required for students under the age of 18 (minors).
- **Minor Travel:** Limited to day trips only, unless accompanied by a parent or guardian (if feasible).

#### III. Procedure

This policy applies to the travel of enrolled students to attend activities or events that are organized and/or sponsored by UA-EACC and occur off-campus.

##### 1. Official College Representative Travel

- The College recognizes that a student travels as its official representative only when all the following requirements are satisfied: a. An administrative official having authority to do so authorizes a student or students to be official College representatives for the purpose of attending an event related to the accomplishment of the College's educational purposes. Travel related to academic enrichment, or a program/course experience goes to the Vice Chancellor for Academics. Registered student organization or Student Activity travel requests go to the Vice Chancellor for Student Services. Any other type of student travel goes to the Chancellor or Chancellor's designee. b. The student or students travel by college vehicle or by transportation selected for them and approved by the person authorizing their travel. Use of a college vehicle requires submission of the Off Campus Release and Indemnification Travel form of the students who will be traveling in the approved vehicles. c. The student or students meet campus requirements for participating in activities verified by the sponsor. d. Before leaving campus, the student or students, and accompanying faculty or staff member, if any, shall have registered according to guidelines outlined in this procedure.



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### **2. Procedure for Dispatching Students Off Campus**

- Because of the possibility of claims and liability arising from student travel, it is necessary that strict procedures be established concerning the dispatching of enrolled students off campus on college purposes. The following procedure shall be followed: a. Approvals must be secured from the appropriate administrators by the completion of a Notification of Student Travel Plan form which includes the itinerary stating those points where the group can be reached in case of an emergency. The sponsor, Dean or Director, and Vice Chancellor for Academics or Vice Chancellor for Student Services are required approvals. This form must be processed within a reasonable time (five days) in advance of the travel. b. Everyone (student, faculty, adjunct, or staff) who will be attending the event or traveling as an official representative of the college is required to complete the Off Campus Release and Indemnification Travel form. This form includes emergency contact information, and if an individual is driving or riding in a personal vehicle, a request for a valid driver's license and automobile insurance card. The individual is required to verify they have acknowledged any risk associated with the travel. The appropriate Vice Chancellor, their designee, or the designated campus employee will review the information completed for this travel. If there is information not complete or invalid, the appropriate Vice Chancellor or their designee will contact the sponsor. If the information is found to be in order and valid as submitted, the appropriate Vice Chancellor or their designee will send traveler information to the sponsor with approval to travel. Travel is not approved and is not permitted to occur until this approval notification is received. c. Failure to complete and have the information accurately on file prior to travel will result in you and/or your student organization not being reimbursed for travel expenses. d. The approved Notification of Student Travel Plan and the traveler details received on the Off Campus Release and Indemnification form will be stored in an electronic file which is accessible by the Chancellor, Vice Chancellors, their designees, a designated campus employee, and those deemed necessary to review this information.

### **IV. Travel Regulations**

1. Students may travel in college vehicles, on commercial transportation, or by private vehicle if it is covered by an insurance policy currently in effect and purchased by the owner of the vehicle. A copy of the valid automobile insurance is required on the Off Campus Student Travel Release and Indemnification Agreement form.
2. In the event of an accident, full disclosure shall be made of name, address, registration number of vehicle, driver's license, vehicle insurance, and college status of the individual involved.
3. Students shall file reports with the Vice Chancellor for Student Services concerning any accidents, collisions, personal injury, or property damage to themselves or to others on



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returning to the campus. In privately owned vehicles, the owner should notify his insurance company immediately.

4. No student or students shall be allowed to operate college fleet vehicles on off-campus trips as defined herein unless accompanied by a faculty or staff member. Students in part-time or full-time employment may operate college fleet vehicles within their official roles performing related business, and only if they have been processed through the standard driver background check.
5. When a college vehicle is to be used for off-campus travel, the person to whom possession is delivered shall first display to college officials a valid driver's license for himself and for any of the passengers whom he will allow to drive during the trip. This approval applies to student drivers as well. Anyone found to have an unacceptable driving record as defined by the college will not be allowed to drive under this policy.
6. Students attending functions on their own initiative in the guise of being "from UA-EACC" deriving benefit only from the resulting publicity are NOT official College representatives. (AP V-5.0)
7. The above rules are inapplicable in the following cases (AP V-5.0): a. Off-campus trips organized, conducted, or sponsored by a student organization in its own interest. Such trips are not made on behalf of the College as official travel, and the College will accept no responsibility for any liability arising therefrom. If, however, a College vehicle is used to transport students, those students traveling in the vehicle fall under the policy and a proper travel authorization shall be completed. b. Off-campus trips organized, conducted, or sponsored by a faculty member for the cultural or educational experience of the event and not as a required component of a course of instruction. Such trips are not made on behalf of the college as official travel and the College will accept no responsibility for any liability arising therefrom. If, however, a College vehicle is used to transport students, those students traveling in the vehicle fall under the policy and a proper travel authorization shall be completed.

#### V. Sponsor

A sponsor can be defined as any full-time or part-time faculty or staff member with a connection to the purpose of the off-campus travel or who advises a registered student organization in an official capacity (registered student organizations sponsors are identified in the fall of each year). All groups must have a sponsor on a trip. Sponsors who accompany a student or groups of students on off-campus trips should make every effort to ensure the safety of students, for their conduct, and for the end result that the College be well represented. Such a responsible person may become liable, due to his/her own negligence, for any person or persons injured. In addition, his/her acts may be attributed to or may reflect on the College where the acts occur as a result of something within his/her general authority. The sponsor would be privileged, as a College employee, to maintain reasonable order. The faculty sponsor shall properly inform the students of the responsibility of representing the College.



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### **VI. Student Conduct**

Students away from the campus as college representatives are subject to disciplinary action by the College for breaches of conduct. The accompanying sponsor is authorized to maintain good order and good representation during the trip. Upon return of students to the campus, disciplinary action of a penalizing nature may be instituted against students for misconduct during the trip. Any incidents should be reported to the Vice Chancellor for Student Services as soon as possible. An organized event is one that is initiated, planned, and arranged by a member of the College's faculty or staff and is approved by an appropriate administrator. A sponsored event or activity is one that the College endorses by supporting it financially, or by sending students to participate in it as official representatives of the College.

### **VII. Form Accessibility**

### **VIII. Related Information**

Campus Procedure 501.1, Family Education Rights and Privacy Act Policy; Campus Procedure 560.0, Student Code of Conduct; Campus Procedure 561.0, Student Organizations

### **IX. Revision History**