

STUDENT ACTIVITIES
REWRITE

FK
(LOCAL)

STUDENT TRAVEL

PURPOSE

The Sr Vice President of Academic, Workforce, and Enrollment Services] shall develop procedures regarding the sponsorship or sanction of student activities and related requirements consistent with the mission and objectives of the College District.

ATHLETICS

The District President shall ultimately be responsible for, and shall exercise administrative and fiscal control over, the College District's intercollegiate athletics program.

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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.~~

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~~4. A common carrier (plane, bus, train). Bus companies must provide insurance documentation showing a minimum of \$5 million 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 advisers 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 adviser, adviser 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 adviser, adviser of record, faculty member, or other responsible party. Students shall only room with fellow students of the same sex, and each student shall~~

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~~have his or her own bed. Students shall not change their room assignment without prior permission from the adviser, adviser 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 adviser, adviser 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, advisers, advisers 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). Individuals listed herein who have not completed the required travel orientation meeting prior to their departure date shall not be permitted to travel.~~