**Field Trips/Off-Campus Events**

Many faculty choose to engage students in various activities and events off campus. Sinclair Community College does have a Student Travel Policy. This form needs to be completed for each student traveling off campus and submitted to the trip coordinator at least two weeks before the event. The trip coordinator should take copies on the trip and leave the originals in the department office. You also need to discuss any off-campus travel with your department chair.

**Student Activities/Student Services**

# Student Travel Policy

# It is the policy of Sinclair Community College to allow students to travel off campus to participate in educational and learning activities for day and overnight trips. All travel requests and waiver/release forms must be submitted at least two weeks in advance of any off-campus trip.

**Procedures for Off-Campus Travel:**

## Off-Campus Travel

* All off-campus travel requires prior approval and permission from an appropriate department manager/ chair to go off-campus if the mode of transportation (car or bus) is owned, rented or operated by Sinclair Community College or its employees (faculty and staff). All travel requests and forms, including the attached “Assumption of Risk Waiver & Release” must be completed at least two weeks prior to travel.

#### Requesting Travel

When Sinclair Community College provides transportation for students, the sponsor of the trip must first get advance authorization from the college’s Business Services office and complete all required insurance and transport authorization forms. See below.

* Requisitions for travel must originate in the traveling program’s department. Proper signatures must be obtained on all purchasing and accounting forms.
* All staff travel is done per the travel policies of the college for staff. All drivers should be college employees. Any exceptions must be approved in advance.
* All travel forms for payment (check request, purchase order, cash advance, etc.) must be submitted at least two weeks prior to the travel date(s).

### Mode of Transportation

* It is recommended that students be encouraged to use their own transportation to off-campus events when possible. Alternative assignments or options must be made available to students who cannot travel to off-campus locations.
* Mode of travel must be stated (chartered bus/motor coach, school bus, rented van, airplane, or train) when travel forms are submitted.
* Faculty and staff are discouraged from using personal vehicles for student travel.
* Each off-campus travel circumstance must be discussed with the approving department to determine the most economical and reasonable form of travel.

##### Drivers of Rental or Personal Vehicles

• Drivers of vehicles in which Sinclair staff, faculty, or students ride must be at least 21 years of age, possess a valid driver’s license that is appropriate for the vehicle being driven, and have an acceptable driver rating and have current liability insurance. Evidence of driver’s license and insurance must be submitted to the Business Services Office at least two weeks in advance of the trip.

• Drivers are required to wear seat belts and comply with all applicable state laws and require all passengers to do likewise.

**Sinclair Community College**

###### Student Travel Policy

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• Drivers, passengers, and their luggage shall not exceed the official maximum capacity of the vehicle used.

• Drivers should consider operator fatigue, and on lengthy trips, alternate drivers should be used to avoid fatigue.

### Day Travel

* Includes field trips in which travel is done during the standard college business day, excluding overnight travel.
* Students leave from a designated location on campus and return to campus the same day.

### Overnight Travel

* Includes trips out of town that require overnight stay.
* All travel involving an overnight stay will require an additional waiver form to indicate contact information.

# Chaperones

* **When a college employee accompanies students as part of a college activity, they are assuming liability as a chaperone and are covered by all college policies and liability insurance.**
* A college-approved chaperone(s) is required for any off-campus travel with students
* Preference is for Sinclair full or part time employees (usually those that work directly with the program).
* Employees of Sinclair can be given time off to chaperone without using personal leave time. However, this must be with the advance permission of the supervisor of the Sinclair employee.
* Chaperones and students are expected to adhere to the rules and regulations for behavior as stated in the Employee Handbook and Student Handbook. No alcohol consumption is permitted.
* All chaperones must complete and successfully pass a background check through Human Resources before being accompanying students on any overnight travel.
* It is recommended that chaperones do not share hotel rooms with students.

#### Special Needs Students

* Standards used are in accordance with Section 504 of the 1973 Rehabilitation Act (Sec. 504) and the Americans with Disabilities Act (ADA).
* A student with a disability will need to make his/her requirements for special accommodations known to the program. For example: visual aids, sign language interpreter, wheelchair and accessories, etc.
* If necessary, the Office of Disability Services at Sinclair will assist the program director in making appropriate arrangements for students with special needs.

**Behavior Policy:**

Good behavior is expected at all times. Students will be held accountable for their behavior and will be governed by and the rules and regulations set forth in the Student Handbook, available in Student Leadership Development office (Room 8025) or on the web at www.sinclair.edu.