

Procedures for Travel With Students

- (1) Prior to initiating and/or announcing any plans for any off-campus trip, faculty must request clearance from the Dean.
- (2) College policy discourages faculty and staff to drive students in their cars to an off-campus event or for a course related trip. Instead, it is recommended that College vans or rental vehicles be reserved for this purpose.
- (3) **Whether you use your vehicle, a College van or rental car, drivers must FIRST meet insurability standards that are determined by motor vehicle reports arranged by Human Resources.** Please contact HR for this purpose and **allow up to two weeks** for this process.
- (4) All participants (faculty, staff and students) are required to sign a release form that are to be provided to the Dean's Office before departure. A generic form is attached for your reference.
- (5) The leader/organizer must maintain a list of cell phone numbers and emergency contact information for participants, as well as important medical information that students may offer (diabetes, severe nut allergies, etc.).
- (6) If the trip will require students to miss other classes, the leader/organizer must inform faculty and provide a list of participants.

January 17, 2017