



(Revised 9-16-02)

STUDENT TRAVEL PROCEDURES

Vernon College recognizes the importance of student travel to supplement instruction, to provide opportunities for leadership growth, for cultural and social development, and for representation of the College in contests and competitions. The purpose of the student travel procedures is to maximize the probability of safe travel for Vernon College students on college-sanctioned trips.

A. Definition of "College-Sanctioned Travel"

College-sanctioned travel occurs when travel meets one or more of the following conditions:

1. A college department or student organization plans the travel and/or recognizes it for professional or educational purposes.
2. A faculty or staff member serving in his/her official capacity supervises the travel.
3. Departmental and/or organizational resources are used.

The following travel is NOT considered "college-sanctioned travel" for the purpose of these regulations: when a class or organization is meeting at an off-campus site and the meeting is not a requirement of the class or organization but is voluntary and students in the class or organization are responsible for their own transportation to the site.

B. Travel Authorization Process

The following travel authorization process must be followed for all college-sanctioned trips.

1. Complete Student/Group Travel Request Form

The appropriate faculty member, club or organization sponsor, or other college employee (hereafter known as "sponsor"), is responsible for completing all travel forms and securing all approvals for student travel. A Travel Request form should be submitted, at

least 10 days prior to the travel date, to the appropriate instructional dean or the Dean of Student Services. Athletic rosters should be submitted no later than two working days prior to travel. Signatures by the sponsor, the division chair / supervisor, and Dean indicates their approval of the travel.

2. Complete Student Travel Release Form

Each trip participant MUST complete and sign a Student Travel Release Form. For athletics and other team travel, blanket waivers may be completed and submitted at the beginning of each year. Completed forms must be returned to the Dean of Student Services Office prior to the student travel. This form may be duplicated as needed.

Students/sponsors driving personal vehicles will be required to complete the travel authorization process and travel release form for a college-sanctioned trip when

- they are traveling in their personal vehicle
- they are chauffeuring other students/sponsors in their personal vehicle to the location.

C. Funding

Vernon College provides limited funding through the budgeting process for student travel. The Instructional Deans oversee a budget for student travel to fulfill the course requirements for instructional classes. The Dean of Student Services oversees a budget to be used for student travel for leadership growth, cultural and social development, and representation of the College in contests and competitions. In addition, through student clubs and organizations, students may raise funds to pay for their travel. Student travel may be funded by a combination of college funds, club or organizational funds, and students' personal funds.

If advanced registration for a conference is needed, a copy of the registration form and the amount for the pre-registration should be included with the Travel Request form.

The sponsor may disburse meal money for meals to students to pay for their own meals. In which case, no receipts are required. This per diem cannot exceed \$27 per day. If the sponsor would rather pay for the meals of all the students as a group, receipts must be obtained and attached to the expense report. Airline reservations should be made well in advance to secure the lowest possible fares.

D. Student Responsibility While Traveling

Student travel is a college activity; therefore, all college policies, procedures, and regulations apply. The Student Code of Conduct, as found in the *Vernon College Student Handbook*, is in effect at all times while students are traveling. Students are adults and are responsible for making wise decisions about their health and safety. However, students should consult the sponsor for guidance and WILL follow directives from the sponsor.

E. Sponsor Responsibility While Traveling

Sponsors are responsible for accompanying students and being available to assist and advise students to make travel as safe and meaningful as possible. Sponsors are not responsible for being with all students at all times at travel destinations, but sponsors are to remind students that College policies and procedures are in effect at all times.

F. Minimum Driver Qualifications

Drivers for student trips must be recommended by faculty and/or staff member(s) arranging the trip. Each driver must:

- be at least 18 years of age;
- hold a valid USA basic vehicle Operator's License or the appropriate license for the vehicle being driven;
- meet the driver requirements of the college's insurance carrier if driving a college vehicle or vehicle leased using college funds; or have insurance coverage as required by law if driving a personal vehicle.

G. Driver Conduct & Responsibility

The driver is responsible for the safe operation of the vehicle and for maintaining safe conditions within the vehicle. The driver must:

- comply with all applicable traffic laws and regulations;
- use seat belts when the vehicle is in motion;
- not drive under the influence of drugs or alcohol;
- not smoke while driving;
- not use radar/laser detection devices;
- not use headphones or earphones while driving;
- not allow alcoholic beverages in the vehicle at any time; and
- confront rowdy or disorderly behavior by passengers that may cause driver distractions.

H. Safety Rules

1. Travel planners/supervisors are encouraged to consider the number of participants traveling, distance to be traveled, and timeframe of the travel (i.e. day travel versus night travel) when determining how many sponsors are needed and whether to request college vans or the college bus.
2. Travelers should be aware of the fact that most highway accidents occur as a result of driver fatigue. Therefore, fatigue of the driver/prospective driver must be carefully considered prior to and during travel.
3. Only Vernon College employees (including student employees) are authorized to drive college-owned or leased vehicles. (In the case of an emergency circumstance that renders an employee unable to drive while on college-sanctioned travel, this rule may be waived.)
4. Travel sponsors should be careful to not place too many passengers and luggage items in vans. Studies have shown vans loaded to capacity have a much higher risk of rollover.
5. Each vehicle being used to transport students on a college-sanctioned trip must contain information regarding procedures to follow and individuals to contact in the event of an emergency.
6. Seat belts, when available, should be worn at all times.
7. Individuals taking students on a college-sanctioned trip are encouraged to ensure that there is at least one cell phone available in each vehicle for use in the event of vehicle malfunction, accident, student illness, or other emergency.

I. Travel Expense Reimbursement

Within ten working days after the completion of student travel, the sponsor must submit a Travel Expense Voucher for both sponsors and students. An employee shall be reimbursed for authorized mileage incurred while performing duties related to the job only if such travel is at the request of the employee's supervisor and is approved by the appropriate Dean.

Employees shall be reimbursed for other reasonable travel expenditures according to the current schedule adopted by the Board, and subject to IRS regulations.

To receive reimbursement for transportation, lodging, meals, and other authorized travel expenses, an employee/sponsor shall present receipts for the actual amounts spent.