

Student Travel Procedure	Procedure Number	4.4.2P
	Effective Date	September 5, 2017, by Temporary Executive Order through 1/5/18

1.0 PURPOSE

Laramie County Community College (LCCC) supports co-curricular student learning and encourages participation in student clubs, organizations, class activities and athletics. The College encourages students to take advantage of events off campus that enhance their education such as conferences, cultural trips, competitions, and special events. The following procedures have been established for students traveling as a representative of Laramie County Community College.

This procedure does not apply to individual student travel for the purpose of internships, practicums, observations, or other required off-campus class assignments not funded by the College. Students traveling to athletic or other College events as spectators are also exempt.

All participants must fulfill these information requirements and abide by administrative guidelines (including prior budgetary approval by an authorizing administrator when applicable) and comply with all other LCCC operating procedures. LCCC has developed this travel policy with the directive that all participants (students, travel supervisors and chaperones), and authorizing administrators strictly adhere to its requirements.

2.0 REVISION HISTORY

Adopted on: 9/5/17 by Temporary Executive Order through 1/5/18 (This procedure replaces Field Trips Procedure 2.11P, International Short-Term Travel Procedure 2.14P, and Student Organization and Class Travel Procedure 2.15.1P.)

3.0 PERSONS AFFECTED

This procedure applies to all students, faculty, staff, volunteers, chaperones, and administrators who participate in LCCC-sanctioned student co-curricular and extra-curricular travel. This procedure is in addition to [Employee Travel Procedure 4.4.1P](#) when students are traveling with employees.

4.0 DEFINITIONS

- A. *Alternative Travel Waiver* – All students who choose to travel outside of the College sponsored travel arrangements (i.e. home with parents; taking their own vehicle to the airport, etc.) must sign the Alternative Travel Waiver releasing the College from liability. All expenses for alternative travel are covered by the student.
- B. *Athlete* – Student traveling for sanctioned or non-sanctioned events or activities as part of their commitment to participation in LCCC intercollegiate athletics.
- C. *Athletic Teams* – For purposes of this policy, athletic teams are defined as officially recognized and funded by LCCC Athletic Department and include Student Trainers, and/or Student Managers traveling as a part of an officially recognized teams.

- D. *Authorizing Administrator* – An LCCC administrator and the signature authority for travel, who evaluates proposals for travel, classifies travel utilizing the guidelines in this procedure, and authorizes budgetary funds. Authorizing administrators are also responsible for determining if a chaperone is required for each individual travel authorization, and approving the designated chaperone(s). Authorizing administrators are required to be on-call during authorized travel to respond to the needs of those traveling.
- E. *Chaperone* – An LCCC employee (or an appropriately trained designee with a completed background check) who travels in an official capacity shall assist the Travel Supervisor in responding to critical incidents, student behavior concerns, medical or mental health emergencies or any other precipitating factors. Chaperones shall assist the Travel Supervisor in managing potentially disruptive incidents to minimize the impact of unforeseen circumstances on the learning or educational outcomes for other participants. Chaperones must be approved by the Authorizing Administrator in consultation with the Travel Supervisor using the LCCC student travel chaperone guidelines. Chaperones must be approved LCCC drivers if operating a College vehicle. Chaperone expenses related to specific student travel will be paid by the College. Chaperones must complete the [Chaperone Agreement](#).
- F. *Expulsion* – Should a travel participant be expelled from the event/trip/activity, LCCC shall not be responsible for any financial loss incurred on the part of the participant, including but not limited to those costs incurred as a result of paid registration fees, travel expenses (including return travel), legal expenses, medical expenses, personal damages, or other expenses related to participation in the trip/event/activity and violations of the LCCC travel policies. If the college incurs any expenses related to the expulsion, the student will be billed for all costs.
- G. *Host Institution* – For the purposes of this Policy, the party receiving students shall be referred to as the “Host Institution.” This applies primarily to international travel.
- H. *Participant* – Enrolled students (or recently enrolled – see below) and/or college personnel involved in College-sanctioned travel (reimbursable and non-reimbursable.) All Participants are required to abide by the LCCC rules and policies as well as expectations established by the Travel Supervisor.
- I. *Sanctioned Travel* – Travel supported and approved by an authorizing administrator
- J. *International Travel* – Travel outside the United States of America
- K. *Student* – For purposes of this procedure, any student participating in sanctioned travel must be currently enrolled or enrolled in the prior semester (i.e., Biology research, LCCC service trip work, etc.).
- L. *Student Driver* – Students who have been approved to drive either fleet vehicles or their own personal vehicles on approved student travel must have their driver’s information on file in the Vice President of Administration and Finance Office and must be approved in accordance with [Travel Policy 4.4](#). Students may only drive their personal vehicle if they are an approved driver and signed an Alternative Travel Waiver.
- M. *Student Organizations* – As defined in [Student Organizations Procedure 3.12P](#).

- N. *Student Travel Waiver* – All students who travel with college teams or organizations must sign this waiver assuming personal responsibility for participation in said activity. A parent’s signature is required for participants under the age of 18 for minor approval.
- O. *Travel Supervisor* – An LCCC employee or designee responsible for initiating and implementing student travel and who will be accompanying students in an official capacity.
 - 1) The Travel Supervisor is the employee of record who is responsible for the administrative procedures related to travel and for requiring all participants to comply with the LCCC policies and expectations.
 - 2) The Travel Supervisor may be a faculty member/athletic coach coordinating travel related to instructional coursework, service learning, or experiential learning; or a student organization advisor coordinating student travel related to competitions, community service, leadership or professional development.

5.0 PROCEDURES

These procedures apply to all student travel. International travel has additional procedures.

Special Note: Training requirements implemented with this procedure will not be required until January 2018.

A. Training

- 1) All employees who travel for the College (with or without students) are required to complete annual travel training Level I and II. Travel training is mandatory and will be offered online. Additional training for operating 15-passenger coaches is required. Additional certification may also be required, i.e., CDL.
- 2) All approved Chaperones are required to complete Travel Training Levels I and II.
- 3) All authorizing administrators are required to complete annual travel training Level III.
- 4) CPR Certification is required.
- 5) Mental Health First Aid training is recommended and encouraged of all employees traveling with students.
- 6) Students who are approved to drive for the College are required to complete annual travel training Level I.

B. General

- 1) No alcoholic beverages or illegal substances shall be transported or consumed during College-sponsored student activities by any participants during travel.
- 2) Employees will not transport students in personal vehicles.
- 3) Travel supervisors and chaperones on student trips have responsibilities beyond academics. They must also provide on-site administration. travel supervisors must know and adhere to LCCC policies and procedures in order to address student issues as if the issue occurred at LCCC. All approved travel with students requires a travel supervisor to travel with students (two in the case of international travel, see below).
- 4) If the required information is not provided by the established deadline, the participant will not be allowed to participate in the travel experience. If rules, policies or procedures are violated, the participant who has violated the rules, policies or procedures may be subject to disciplinary procedures up to, and including, termination or expulsion as well as being returned to LCCC at the participant’s expense. The disciplinary decisions while on the trip are made by the Travel Supervisor in consultation with the Authorizing Administrator. Upon

return to campus the LCCC rules for discipline will be applied to employees and the student discipline policy will be applied to students.

- a. Disciplinary Proceedings – Travel Supervisor and chaperone travel training includes instruction in responding to student disciplinary problems. LCCC requires travel supervisors and chaperones to understand and uphold the [LCCC Student Code of Conduct Policy and Procedure 3.15P](#) and to do the following:
 - i. Immediately notify the Authorizing Administrator if one of the students is the victim of, or accused of, a violation of academic or disciplinary rules.
 - ii. The Authorizing Administrator and Travel Supervisor have the autonomy to determine if a student should be sent home from the trip. Once the conduct process is complete the student may be responsible for the additional travel costs.
 - iii. Provide Authorizing Administrator on the home campus with written documentation of the allegations and any documents or other materials related to the alleged student conduct violation.
 - iv. In cases involving sexual harassment or assault which violate the Title IX policy, the Title IX Coordinator or Deputy must be contacted immediately by the Authorizing Administrator for further instruction. (See [Nondiscrimination and Anti-Harassment Procedure 6.2P](#) for Title IX Contact Information.)
 - v. Students who violate host institution or sponsoring organization policies will be held responsible by those groups as well as LCCC.
- b. Students with Disabilities – Travel supervisors shall instruct students with disabilities who participate in college-sanctioned student travel to consult with the LCCC Disability Support Services to ensure that they obtain any required reasonable accommodations.
- c. Sexual Harassment – Travel supervisors must complete the institution’s annual sexual and discriminatory harassment training.
- d. College vehicles or charter services contracted by the college shall be used to transport participants to and from the location of the activity. College vehicles must be operated by college-approved drivers. When using College vehicles, the trip shall begin and end on campus. If the College does not provide group transportation, the trip will begin and end at the off-campus field trip location. Individual participants traveling in a non-college vehicle are personally liable for transportation to, from, and during College travel and events and must complete the [Alternative Travel Waiver](#) prior to all travel. The College does not provide insurance and is not responsible for non-activity participating students who make their own travel arrangements to and from an off-campus event site.

5) On the Road

- a. While traveling, employees and chaperones will be responsible for understanding and working under this policy in conjunction with [Employee Travel Procedure 4.4.1P](#).
- b. LCCC Employees and approved student drivers will adhere to the federal rules for transporting people including:
 - i. A driver may drive up to 10 hours and then must have 8 consecutive off-duty hours.
 - ii. A driver may remain on duty up to 15 hours, including driving and on-duty time. After this limit is reached, the driver must have eight consecutive hours off-duty.
 - iii. A driver may not drive after having been on-duty for 70 hours in any consecutive 8-day period.
 - iv. Drivers should take a break of 30 consecutive minutes after driving for 8 hours.
- c. Travel impacted as a result of inclement weather, cancelled or delayed flights, etc. are to be communicated with the Authorizing Administrator. The Authorizing Administrator

will notify accounting and physical plant of travel changes. Any additional expenses incurred as a result of these situations is to be documented in writing upon return to the College and included as part of the reimbursement form.


C. Travel Request and Approval

- 1) Employee travel request forms are to be in the division/school office seven days in advance of the planned trip and must be on file prior to departure from campus.
- 2) A class roster/team or activity roster of all participants shall be filed with Authorizing Administrator prior to departure. The roster is to include the participating student's name and the name and telephone number for an emergency contact. Emergency contact information will be filed by the Authorizing Administrator with the Risk Management Office and accompany the Travel Request to be filed in the Accounting Services office.
- 3) All participants shall have a current, signed [Student Travel Waiver](#) assuming personal responsibility for participation in said activity. A parent's signature is also required on the Student Travel Waiver for participants under 18 for minor approval to assure parental knowledge of and permission for the activity.
 - a. This Student Travel Waiver may be signed one time per academic year. These waivers will be stored electronically with the Authorizing Administrator and in the Student Engagement and Diversity Office.
 - i. Documentation shall identify the request as a reasonable and necessary expenditure to accomplish specific academic learning or community development outcomes consistent with LCCC educational mission.
- 4) If the trip requires an approved driver to transport a participant's livestock, the college nor the approved driver shall be liable for any harm to come the livestock. The owner of the livestock must sign a [Livestock Transportation Agreement/Assumption of Risk and Waiver](#) prior to transportation of the livestock.
- 5) Students who travel to a College sponsored event and wish to travel with a parent, friend, or drive themselves home, must sign the [Alternative Travel Waiver](#) before leaving for the event.
- 6) In the case of emergencies (weather, physical or mental health, accident, vehicle breakdown, etc.):
 - i. The Travel Supervisor or chaperone will contact the appropriate responding agency as deemed necessary for the emergency (i.e., 911) and make initial assessment and actions to stop, prevent, and remedy additional negative impact to students and employees traveling.
 - ii. The Travel Supervisor shall notify the Authorizing Administrator of the emergency at the earliest convenience.
 - iii. The Travel Supervisor will plan a course of action with Authorizing Administrator
 - iv. The Authorizing Administrator will notify everyone on the appropriate chain of command report (see addendum) including family members of the student(s) as needed. This includes reporting of fleet vehicle malfunctioning to the Plant.
- 7) All waivers for student travel will be gathered and stored in the Student Engagement and Diversity Office.

D. Travel Expense and Conduct Reporting

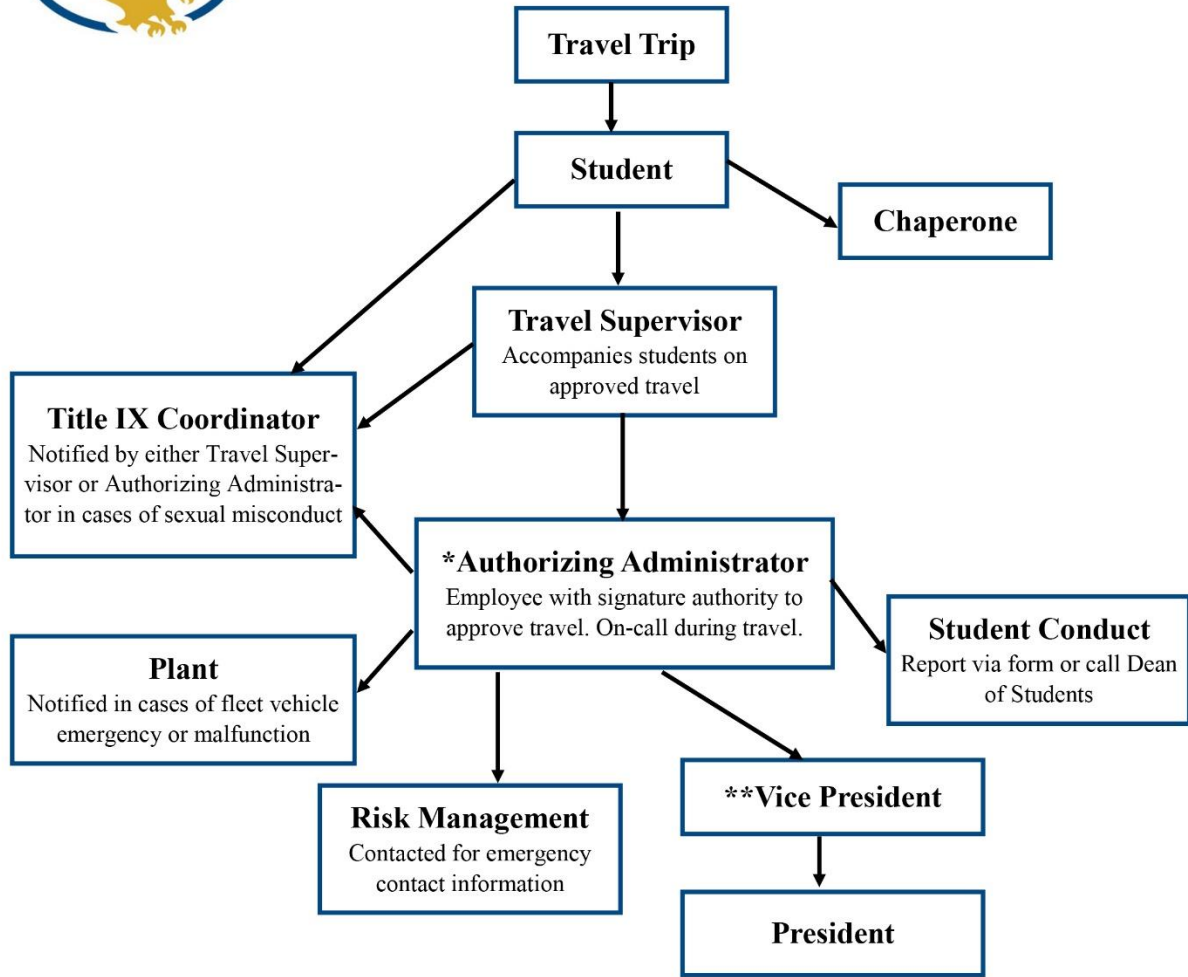
- 1) Employees will, within seven (7) days of returning from travel, provide a [Travel Expense Form](#) and [Cash Reimbursement Form](#) to the LCCC Accounting Services Office.
- 2) The use of P-Cards will adhere to the provisions of the [Procurement Card \(P-Card\) Procedure Manual](#).

- 3) Any behavioral issues associated with student travel will be submitted through the Report a Concern form <https://cm.maxient.com/reportingform.php?LaramieCountyCC> within 24 hours of returning from travel.
- E. International Travel (all prior procedures apply, plus the following additions)
- 1) All international travel with students requires a travel supervisor and one additional approved chaperone. An [International Student Travel – Assumption of Risk and Waiver](#) must be completed.
 - 2) All international travel with students requires at least 90-days advanced notice and approval by the President of the College.
 - 3) Satisfaction of any legal requirements to operate the educational program in the proposed location.
 - 4) A way to manage and transfer significant risks associated with this program to third parties (for example, by contract, insurance, or indemnification).
 - 5) The Vice President of Student Services, Vice President of Academic Affairs, authorizing administrators, and travel supervisors *must* establish a student application and acceptance procedure for international travel.
 - 6) The Authorizing Administrator must provide a Pre-departure Orientation for travel supervisors and chaperones and provide detailed information regarding Campus communications and contacts, insurance, and emergency planning.
 - 7) Travel supervisors shall be instructed to collect and provide to the institution:
 - a. Program itinerary, including all approved destinations and dates of travel.
 - b. Detailed contact information for the traveling party at each step, if possible, on the trip, including any faculty, staff, or student cell phone numbers.
 - c. A detailed description and itinerary for all planned field trips, side trips, and other activities.
 - d. Contact information at destination.
 - e. Information concerning each traveler’s medical, dietary or other special needs.
 - 8) Travel supervisors shall be instructed to build redundancy into their planning for crises and emergencies so that the program will always have leadership or supervision in the foreign destination.
 - 9) Travel supervisors will provide a participant pre-departure orientation will be required and include expectations, safety and security risks, an emergency plan, institution contact information, U.S. Embassy information, emergency health information for the destination country, etc.
 - 10) Travel supervisors will provide an on-site orientation after arrival, to address any health, safety, security, and other risks.

REQUIRED	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Jill Koslosky, Business, Ag, and Technical Studies Interim Dean Bryan Wilson, Math and Sciences Dean	8/29/17
Approval by President’s Cabinet		9/5/17
Ratification by College Council		
Approval by President (Signature)		9/5/17



Travel Procedure Chain of Command



***Authorizing Administrator**
 Activity Sponsors = Dean of Students
 Athletics—Athletic Director
 Class Field Trip—Academic Dean
 SAFAC Funded Groups—Dean of Students

****Vice President**
 Activity Sponsors = VP for Academics
 Athletics—VP for Student Services
 Class Field Trip—VP for Academics
 SAFAC Funded Groups—VP for Student Services

Sample Definitions *(not a definitive list)*
 Activity Sponsors
 • Livestock Judging, Choral Music, Theatre, Ranch Horse Team Athletics
 • Basketball, Volleyball, Rodeo, Soccer
 Class Field Trip
 • Camping Class, Snowshoeing
 SAFAC Funded Groups
 • Sonography Club, Skills USA, Windsmiths, PTK, DECA, International Ambassadors, Student Veterans, etc.