

## **Type: Finance and Student Services**

### **Policy Title: Student Life Related Travel Policy**

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The following parameters will be adhered to in an effort to keep students and employees safe and the college protected during student life related travel.

1. All field trips or club trips must be attended by a club advisor, faculty member, or designated staff member. While not mandatory, trips that involve an overnight stay should consider utilizing two faculty/staff members.
2. Only the faculty, staff, enrolled students, and paid participants are allowed to attend. Exceptions may be made in writing by the Manager of Security and Safety or designee.
3. Prior to the field trip or event, conduct training with participants regarding potential hazards, including training on any special equipment that may be required as part of the event.
4. No alcoholic beverage is to be consumed by employees or students on the bus or during travel to and from the destination. No alcoholic beverage is to be consumed at any official event unless specifically designated. Use/possession of controlled substances is prohibited at any time. All rules of host site/organization must be adhered to.
5. All groups are encouraged to lease vehicles from Enterprise Rent-A-Car. Larger groups are encouraged to contract with third party transportation companies where drivers are provided.
6. Use of owned, rented, leased, or hired 15-passenger vans is prohibited.
7. Prior to being allowed to lease vehicles, all drivers must meet the College's minimum Motor Vehicle Record (MVR) background check performed and approved by Districts Mutual Insurance. Contact the Student Life Office for completing student driver MVR checks.
8. All student life related travel should be limited to a maximum of 500 miles of driving per 24-hour period of travel time.
9. Employees or students driving their own vehicles assume full liability for their vehicle and passengers.
10. Cell phone use is prohibited while operating the vehicle.
11. Rental of vehicles while traveling out of the United States is prohibited.
12. Review NWTC Student Code of Conduct and Co-Curricular Travel Code of Conduct with participants prior to departure, including punishment for violations.
13. The overall NWTC Travel and Expense Reimbursement Policy should be looked at as well for additional guidelines and procedures to be followed when traveling for college purposes.
14. Consult with the Student Life Office prior to and while planning a field trip and in the event of an emergency, please consult NWTC Security Supervisor 920-621-0063 or NWTC Manager of Security and Safety 920-371-0845.