POLICY TITLE
Student Domestic Travel Policies

POLICY NUMBER
ASOM 4.29

PRIMARY RESPONSIBILITY
Student Affairs

CREATION/REVISION/EFFECTIVE DATES
Created July 2013/Effective Immediately

PURPOSE
Ivy Tech believes that sponsored off-campus activities can be an important part of a student’s overall learning and development experience. Domestic travel can enrich student’s college experience by providing opportunities for experiential learning, acquaintance with the historical and cultural significance of the world around them, creating meaningful linkages between a student’s chosen field of study, or by attending professional meetings and conferences to further develop skills and networks.

The College seeks to provide safe domestic travel with appropriate and relevant experiences for students. Domestic travel activities can involve significant risk, both to students participating in them and also to the College based upon the manner in which students conduct themselves during the experience. The purpose of this policy is to:

- Provide guidelines and outline expectations for student domestic travel experiences and the conditions under which such travel is conducted.
- Encourage meaningful student domestic travel experiences with relevant learning outcomes.
- Promote safe domestic travel experiences for students.
- Ensure that the College is informed of the itinerary of students participating in organized domestic travel experiences.

This policy applies to the domestic travel of students to attend activities or events that are:
- Organized and/or sponsored by Ivy Tech Community College.
- Scheduled at a location that extends beyond College property, regardless of distance.

The policy does not apply to domestic travel undertaken by students to attend out-of-town athletic events as a spectator, or to engage in student-teaching, internships, or practicum observations.

ORGANIZATIONAL SCOPE OR AUDIENCE
The types of activities and events that are covered by this policy include, but are not limited to, those that are:
- Required, organized and/or sponsored by Ivy Tech Community College and/or an officially recognized student organization.
- Course-related trips (non-credit and credit courses).
- College-sponsored service engagement domestic travel (alternative spring break activities and service-learning experiences).
- Domestic travel sponsored by the Office of Student Life.
- Athletic and club sports out-of-town sporting events for the participants.
- Meetings where a student is officially representing the College (leadership development activities, conferences, College-wide meetings).

**DEFINITIONS**

*Recognized student organization:* One that has been formed for educational, professional, social, recreational or other lawful purposes, derives the majority of its membership and all of its leadership from the student body of Ivy Tech, has been approved by the Office of Student Life, and maintains a current registration status with the Office of Student Life.

*College-sponsored event, activity, or domestic travel experience:* One that is initiated, planned and managed by members of the College faculty or staff, or by members of a recognized student organization that has been granted sponsorship by the College, and is approved by an appropriate administrator and/or an event or activity that the College actively manages, is involved with, or oversees financially, physically, or administratively.

*Sponsored event:* One that the College endorses by supporting financially, or by sending students to participate as official representatives of the college.

*Currently enrolled student:* One who is currently registered at the College whether on a full- or part-time basis. There may be times when an individual who is not currently a student may wish to participate in travel, for example, when a student who was enrolled spring and will be enrolled in fall is not taking courses during a summer term.

**POLICY**

Ivy Tech student domestic travel experiences will be developed according to College policies and procedures as defined in this document.

I. **Mission, Objectives and Purpose**

The domestic travel experience relates to the mission and strategic plan of the College and has well-defined academic and/or experiential learning objectives including those that address the College’s strategic plan:

1. **Purpose:** The domestic travel experience has clearly-defined purposes and academic and/or experiential goals. The purposes and learning outcomes of the domestic travel experience should be clearly communicated to students via advertising and pre-trip/orientation materials and meetings.

2. **Appropriateness:** The focus of the domestic travel experience should be appropriate to the site chosen. For example, an architectural and design tour should be planned for a location that has significant examples of architecture and design.
II. Student Learning and Development
The program must be intentionally designed with an educational purpose in mind that fosters student learning and development.

1. Student Development: The program provides opportunities that encourage student development. Recommended student learning and development outcome domains could include, but are not limited to, intellectual growth, effective communication, enhanced self-esteem, realistic self-appraisal, clarified values, career choices, leadership development, healthy behaviors, meaningful interpersonal relationships, independence, collaboration, social responsibility, satisfying and productive lifestyles, appreciation for diversity, personal and educational goals.

2. These opportunities should be identified and communicated to students via syllabus or other trip materials.

3. Learning Outcomes: The domestic travel experience fosters discipline-specific and/or interdisciplinary learning outcomes appropriate to the curriculum, sites visited, and program goals. Students in credit-bearing programs should be provided with Course Outlines of Record that identify the expected learning outcomes.

4. Reflective Learning: The domestic travel experience includes opportunities for reflection during and after the experience.

5. Environmental and Cultural Responsibility: The domestic travel experience fosters student awareness of program-related environmental and social-cultural impacts.

6. Evaluation: Domestic travel program leaders should assess the students’ learning outcomes and overall participant experience at the conclusion of the domestic travel experience.
   a. For programs involving extensive travel: Faculty program leaders should carefully consider the number of sites proposed to visit, their geographical proximity to each other and the time spent traveling between them. More emphasis should be given to having in-depth experiences at each site rather than on “seeing everything” by visiting multiple sites and spending only short amounts of time on each site.
   b. For service and service-learning programs: The program should be offered in collaboration with well-established, trusted, and known community-based agencies, private firms, or other organizations located in the host communities. Program developers should distinguish between the learning role and the service role of students and ensure any student service is within their scope of experience.

III. Responsible College Official (RCO)
College employees are responsible for knowing the College Code of Student Rights and Responsibilities and the policies as outlined in Section IX of this document. The consequences of noncompliance must be made clear to participants and the RCO must take appropriate action when aware that participants are in violation. The RCO will assist student domestic travelers to receive contracted services, observe College-required conditions for student domestic travel and ensure student domestic travelers comply with the College Code of Student Rights and Responsibilities. The College should consider, on a case-by-case basis, when it is appropriate to expect that a College employee accompany students, especially for overnight or out-of-state travel.
IV. Participation
Student Selection and Expectations: The College is committed to fair and appropriate policies regarding student selection and participation in the domestic travel experience. The selection policies must be accessible, transparent, and made available to students well ahead of the expected date of selection.

1. Student Selection: The prerequisites, recruitment, and selection processes must be transparent, published, fair, and consistent with the general institutional standards and the specific criteria that program leaders may choose for their program. Clear requirements and expectations of students must be outlined and could include, e.g., grade point average, status in program (e.g. number of credit hours achieved), experience, knowledge, competencies, certifications, language skills, or other minimum criteria for engaging in the domestic travel experience.

2. Non-Discrimination: The domestic travel experience is welcoming and respectful towards students regardless of race, sex, sexual orientation, physical ability, religion, or national or ethnic origin. Program accessibility may be limited in certain geographical regions. The domestic travel experience seeks to accommodate students with physical or learning disabilities whenever possible. A disability is not grounds for exclusion from participation. If reasonable accommodations cannot be made, then another suitable program should be sought for that particular student.

3. Non-student/Guest Participation: With the permission of the program leader and the Chancellor at the regional level (Vice President at the state-wide level), friends and family of students, faculty, staff, and alumni may be eligible to participate in domestic travel opportunities. All participants are required to engage in the planned activities of the trip. College funds in the form of student fees should not be used to subsidize the domestic travel expenses of non-student guests.

V. Fees/Affordability
1. Affordability: The College seeks to keep the domestic travel experience affordable for the greatest number of eligible participants.

2. Financial Assistance: College funds may be used to subsidize student domestic travel when available and appropriate. In addition, the program leader and/or its sponsor should inform students of internal and/or external financial support that may be available. Web links to active student scholarship programs should be shared.

VI. Accident and Medical Insurance
The College does not provide medical insurance for students, alumni, or their guests who choose to participate in domestic travel opportunities. All student participants and their guests shall be responsible for any medical costs they incur during and/or as a result of the trip. The program leaders are responsible for communicating this information to participants.

VII. Pre-Trip Meeting/Orientation
The domestic travel organizer(s), in some cases, may need to hold a pre-trip meeting/orientation with all participants. This meeting should be held prior to the start of the domestic travel experience and should include information about the planned itinerary, behavioral expectations
of participants, transportation and overnight accommodation details, and appropriate emergency response measures. It is also recommended that information be provided on safety, health, legal, environmental, political, cultural, and/or religious conditions as they relate to the specific domestic travel destination. The pre-trip meeting/orientation can be held in-person or electronically.

VIII. College Code of Students Rights and Responsibilities
All domestic travel participants are required to:

- Uphold and follow the College Code of Student Rights and Responsibilities, and comply with College policies, procedures, rules, and regulations applicable to the domestic travel experience.
- Violations of the foregoing requirements may subject participants and sponsoring organizations to disciplinary action as outlined in the College Judicial Process which is found in the Code of Students Rights and Responsibilities.

IX. Transportation
A. Travel by Automobile
   a. Compliance with Laws and Regulations: Vehicle operators are subject to all state and municipal traffic laws and regulations and are personally responsible for traffic violation penalties. The College cannot reimburse the cost of fines for traffic or parking violations; any such fine incurred will be charged to the person to whom the vehicle was made available.
   b. Vehicle Operator Requirements:
      i. Vehicle operators expected to operate college owned, leased or rented vehicles must be approved per Section XI, Part 1.
      ii. Vehicle operators who operate vehicles while engaged in domestic travel covered by this policy must have a valid driver’s license. Refer to FMM for authorized driver definition.
      iii. Vehicle operators shall comply with all laws, regulations, and posted signs or directions regarding speed and traffic control.

B. Safety Requirements for Both Operators and Passengers:
   a. Seat Belts: Operators and passengers of motor vehicles shall use seat belts or other approved safety restraint devices required by law or regulation at all times when vehicle is in operation.
   b. Alcohol and Illegal Substances: Occupants of motor vehicles shall not possess, consume, or transport any alcoholic beverages or illegal substances.
   c. Cell Phone Use: Operators of motor vehicles shall not use cell phones at any time while vehicle is in operation.
   d. Passenger Capacity: The total number of passengers in any vehicle at any time it is in operation shall not exceed the manufacturer’s recommended capacity or federal or state law regulations.

C. Domestic travel by College-owned or Leased Vehicles and Rental Vehicles: Some regions/campuses own or have long-term leased vehicles available for faculty, staff, and student use on College business. When regions do not have vehicles available, it may be necessary to rent a vehicle for College-approved domestic travel. The College prohibits use of 15 passenger vans and 15 passenger vans should not be rented for student domestic travel.
D. **Domestic Air Travel** – In instances where it is necessary to travel domestically by air, the program planner shall compare airline rates and take advantage of the lowest available pricing for the location and date of domestic travel. Student domestic travelers are expected to purchase the lowest-priced, coach or tourist airfare. The College must not charter flights through private carriers without approval by the President.

X. **Driver Authorization**: Employees and students expected to drive a College owned or leased vehicle, or rent a vehicle in the College’s name for approved domestic travel, must be a College-approved driver. The process of becoming an authorized driver is discussed below.

1. **Driver Authorization for Employees** - Any employee who may be expected to drive a college-owned vehicle or drive a rental vehicle for business purposes must complete a Driver Authorization Form at least 30 days prior to driving; there may be exceptions when a meeting is scheduled with less notice or when a person is asked to go to an event or meeting with little notice. The employee’s Motor Vehicle Record will be secured as a part of this process and is subject to acceptability per the College’s insurance carrier requirements.

2. **Driver Authorization for Students** - The College understands there may be a need for students to drive College owned, leased, or rented vehicles. However, student drivers should be used with discretion and at the approval of the Chancellor. If a student must drive a College-owned, leased, or rented vehicle the following guidelines must be followed:
   a. In some cases, when allowing the student to drive is in the best interest of the College. An explanation of why the student should be allowed to drive the vehicle must be provided on the Driver Authorization Form and maintained for audit purposes.
   b. The student is a minimum of 21 years of age.
   c. A Driver Authorization Form must be completed and approved by the domestic travel organizer and respective Chancellor at least 30 days prior to the date of driving; there may be some exceptions to the 30-day approval when a shorter notice of a meeting or event has been given. The student’s Motor Vehicle Record will be secured as a part of this process and subject to acceptability per the College’s insurance carrier requirements.

3. **Domestic Travel by Privately-owned Vehicles** – College employees should not use personal vehicles for student transportation. Students may choose to travel in personal vehicles on a voluntary basis. The owners/operators must provide their own insurance coverage. All student participants choosing to ride in a private automobile do so voluntarily and at their own risk. The College shall not insure or accept liability for any damage, loss or injury resulting from the use of a private vehicle. The College does not provide comprehensive or collision (physical damage) insurance for private vehicles driven on College business.

4. **Contracted Bus Service** – The College may contract with a bus service for student domestic travel. Adequate insurance coverage for personal injury and property damage must be provided by the bus company. If the company carries less than $5 million per
occurrence, the Assistant Director of Benefits and Risk Management must be consulted to determine if a lower coverage amount is acceptable.

XI. PROCEDURES
In order to ensure that student domestic travel experiences are within the course and scope of the College’s mission and that student safety has been addressed, domestic travel undertaken pursuant to this policy must be reviewed and authorized in advance.

1. The following documentation must be submitted along with the Domestic Travel Authorization Request form.
   a. To request authorization, members of the faculty, staff, or sponsored student organization who organize domestic travel covered by this policy must submit a completed Student Domestic Travel Request Authorization form, along with required documents and information, to the appropriate administrator for approval. Whenever possible, the request should be submitted at least five (5) working days in advance of domestic travel to the activity or event.
   b. When leading domestic travel, faculty and staff should carry emergency contact information, proof of medical insurance coverage, and the authorization for emergency medical treatment for each participant.
   c. Faculty who teach courses that involve frequent trips can collect the previous information (above in b) from students at the beginning of each semester and keep it on file with the appropriate administrator for use throughout the semester.
   d. One-time approval can be provided for multiple trips led by a faculty or staff member (for example, a weekly visit to a food bank throughout a semester).

REFERENCES
Code of Student Rights and Responsibilities
FMM Policy Manual

RESOURCE PERSON(S)
Vice President for Student Affairs
Assistant Director of Benefits & Risk Management
Executive Director for Student Life
General Counsel’s Office
Emergency Information and Release Form

To be kept on site by program director. Copies must also accompany employee leading trip.

Participant Name: ________________________________________________________________

Home Address: ___________________________________________________________________

Home Phone: ___________________________ Work Phone: ___________________________

Passport Number: ___________________________ Place of Issue: ___________________________

Date of Issue: ___________________________ Date of Expiration: ___________________________

Emergency Contact:
Name: ___________________________________ Relationship: ___________________________

Address: _______________________________________________________________________

Work Phone: ___________________________ Home Phone: ___________________________

Please list any medical conditions of which the travel organizer/trip leader should be aware:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Allergies: _______________________________________________________________________

Lens or Drug Prescriptions: ____________________________________________________________

Blood Type: ______________________________________________________________________

Insurance Information:

Participants cannot be accepted in the program without proof of health insurance coverage, including medical evacuation and repatriation. Copy of insurance card (front and back) must also be retained.

Name of Carrier: __________________________________________________________________
ID or Group Number: ___________________________ Phone: ___________________________

Release to Seek Medical Attention

I, _____________________________, give permission to Ivy Tech Community College to seek medical attention if I am unable to communicate.

For Office Use Only

Program Name: ___________________________________________________________________
Name of Travel Organizer: ___________________________________________________________________
Emergency Phone Number: ___________________________________________________________________
E-mail Contact: _______________________________________________________________________

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